DOCUMENT RESUME

ED 434 489 EF 005 517

TITLE	Data Collection Training and Procedures Manual. Building & Educational Technology Assessment. Revised Edition.
INSTITUTION	Texas Education Agency, Austin.
PUB DATE	1990-01-04
NOTE	131p.; Project managed by 3DI, Inc., Houston, TX. 3DI Project No.P2001.00.
PUB TYPE	Guides - Non-Classroom (055) -- Reports - Descriptive (141)
EDRS PRICE	MF01/PC06 Plus Postage.
DESCRIPTORS	*Data Collection; Educational Technology; Elementary Schools; Elementary Secondary Education; Methods; *Public Schools; Secondary Schools
IDENTIFIERS	*Inventory of Assets; *Texas

ABSTRACT

A manual has been designed to assist Texas Education Agency investigators in their attempt to take a state-wide inventory of elementary and secondary school facilities and educational technology. This manual examines data collection activities, data storage and maintenance, deliverables, and reporting. Every campus is expected to be inventoried including a room by room inventory of size and condition, a condition rating of all building systems, and an inventory count of computers, printers, and other technical equipment they contain. The methodology for data collection includes the use of high school students to perform measuring, counting, and other non-subjective data collection activities in order to limit undue burden on district staff. Students are to be monitored during survey activities by professionals, and individual rooms are to be inventoried after school hours to minimize disruption of classes. Appendices, comprising half the manual, provide data collection instruments, a sample pre-visit package, a glossary of terms, intended room use codes, a sample progress reporting system, an educational adequacy questionnaire, and field test results. (GR)

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Data Collection Training and Procedures Manual

ED 434 489

Texas Education Agency

Building & Educational Technology Assessment

EF 005 517

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Overview

The Texas Education Agency is currently embarking on a state-wide inventory of school facilities and educational technology. The Building & Educational Technology Assessment, or *BETA* project, will involve teams of professionals visiting each district across the state to collect the information. The inventory is required by law and is in response to Senate Bills 1019 and 650 passed by the 71st Legislature. The goal of the project is to create a base-line inventory of specified facility and technology elements to support TEA and legislative decision making on educational funding and the development of standards.

TEA has hired 3DI, Inc. of Houston as project manager to manage the overall inventory effort. Separate contracts will be awarded for both the data collection and the development of an automated database to store and maintain the data.

Every campus in the state of Texas will be inventoried and will include a room by room inventory of size and condition, a condition rating of all building systems (structural, roofing, mechanical, electrical, etc.) and an inventory count of all educational technology (computers, printers, etc.).

The methodology for collecting the information includes the use of high school students to perform measuring, counting and other non-subjective data collection activities. This not only enhances the curriculum of the students, but also minimizes the cost of professional labor to the state. The students will be monitored by the professionals during the survey activities. The intent of the inventory is to collect as much facilities and technology information as possible without placing undue burden on district staff.

The inventory will be conducted both during and after school hours. The professionals with the data collection firms will analyze the condition of the building, building systems, and campus site during school hours. The individual rooms will be inventoried after school to minimize disruption of classes.

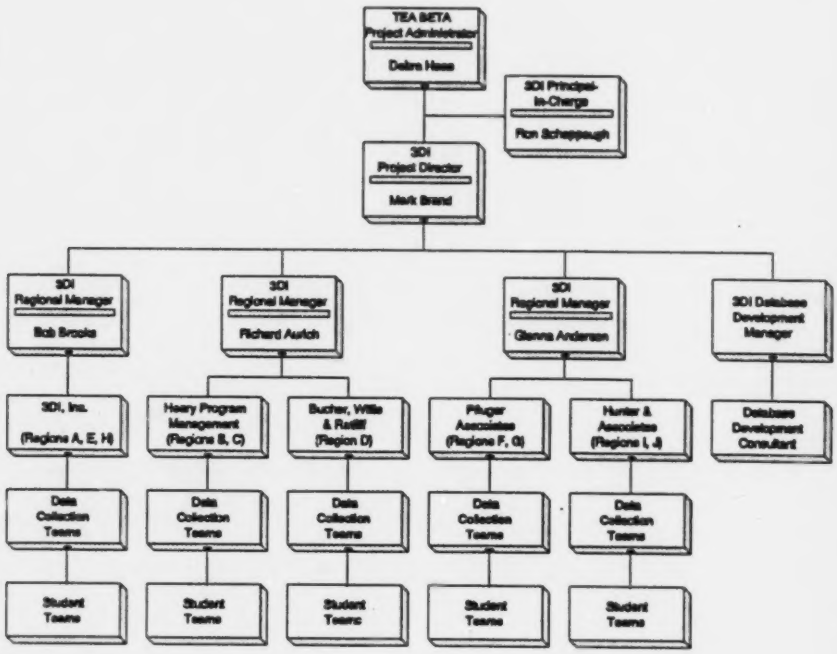
Purpose

The purpose of the BETA project *Data Collection Training and Procedures Manual* is to assist and instruct all data collection team members on carrying out their individual responsibilities and to assure TEA that consistent services and data will be provided throughout the BETA project. The manual has been written in clear, simple terms to provide concise, easy to follow instructions to each team member.

The manual has been divided into seven sections including this *Introduction, Initial Activities, Data Collection Activities, Data Storage and Maintenance, Deliverables, Reporting* and an *Appendix*. The Appendix includes the *Data Collection Instruments (A)*, a *Sample Pre-Visit Package (B)*, a *Glossary of Terms (C)*, a *List of Intended Room Use Codes (D)*, a *Sample Data Collection Progress Reporting System (E)* and *results from the Field Test (F)*.

Project Organization

The following chart reflects the organization for the BETA data collection effort:



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Project Team

The project team consists of the Division of Resource Planning for TEA, 3DI, data collection firm(s), a PC based system development firm and a mainframe automated system development firm. Each school district across the state also plays a key role in the successful completion of this project.

Client

The Texas Education Agency's Division of Resource Planning will coordinate the project efforts of TEA's PEIMS Division, Information Systems Group and the Division of Educational Technology. Key positions within TEA are:

- Deputy Commissioner of Research and Development
- Director, Division of Resource Planning
- Project Administrator, Division of Resource Planning
- Point of Contact, PEIMS
- Point of Contact, Information Systems
- Point of Contact, Educational Technology

Project Management

3DI, Inc., of Houston, was retained in October of 1990 to serve as an extension of TEA's staff in managing and coordinating the data collection and automated system development efforts. 3DI is also responsible for developing the project methodology, schedules, budgets and RFP's for hiring the other consultants. Key positions within 3DI's management team are:

- Project Director
- Principal in Charge
- Regional Inventory Manager
- Automated System Development Manager
- Project Scheduler
- Project Estimator

Data Collection Firm(s)

Data collection firm(s) will be contracted to collect the facilities and technology information at each campus. Each data collection firm will be responsible for the planning and execution of the facility and educational technology inventories within their respective geographic contract region(s). Key positions within the data collection firm(s) are:

- Project Manager
- Architectural/Structural Professional
- Mechanical/Electrical/Plumbing Professional
- District Liaison
- Data Input Technician

School Districts

Every school district in the state will be the focal point of this inventory effort. The cooperation of each district is vital for BETA to be a success. The data collection firms will work closely with the school districts in coordinating the inventory of each school. Key players at the district level are:

- Superintendent
- Asst. Superintendent (or Business Manager)
- Principal
- Media or Technology Director
- Maintenance Superintendent
- High School Students

Data Collection Team Roles

The following paragraphs describe the roles of each of the data collection team members.

Project Manager

The project manager for the data collection firm will provide oversight and quality control for the data collection effort. This manager will control the data collection efforts for specific geographic regions.

Data Collection Professionals

The data collection firm is responsible for providing two professionals, an architectural/structural professional and a mechanical/electrical/ plumbing professional for the inventory collection process. The data collection team is responsible for providing expert evaluations of building systems and subjective analysis for condition ratings.

In addition to items noted on the forms the professionals are expected to evaluate the buildings in terms of health, fire and life safety. If any code violations are seen they should be noted. The professionals are also responsible for noting any unusual conditions or potentially costly repair items.

District Liaison

A district liaison will be assigned by each data collection firm. The district liaison is the primary point of contact between the data collection team and the school district. Additionally, the district liaison is responsible for receiving and transmitting all inventory data.

Responsibilities of the district liaison include initial contact with the district, the scheduling of all inventory activities, delivery of the pre-visit package to the district, monitoring of the pre-visit district information collection and assembly of an inventory package to accompany the inventory teams on the survey. The district liaison is also responsible for receiving inventory data from the teams once a district inventory is complete and forwarding the data to the data input technician for entry into the PC based data storage system.

Data Input Technician	Each data collection firm will be responsible for providing a data input technician to enter all inventory data into the PC based data storage system.
High School Students	As discussed earlier, high school students will assist the inventory teams in measuring room space and collecting otherwise non-subjective room information at each campus. Assignment of students will be the responsibility of the district. The data collection firm will be responsible for payment to the students.

Prior to the data collection teams arriving onsite, there are certain preparatory activities that must be accomplished by the **district liaison**. These activities fall into four basic categories: initial contact, scheduling inventories, pre-visit package and follow-up.

Initial Contact

The primary responsibility of the **district liaison** is to ensure that the districts are prepared for the data collection teams when they arrive. Initial contact with each district will be made by the **Texas Education Agency**. The Division of Resource Planning will forward a letter to each district describing the BETA project and the role that the districts will have in the effort. The correspondence will also inform the district that a **district liaison** from the **data collection firm** will be establishing contact with the district to coordinate the inventory and collect district-generated information needed for the inventory.

Point of Contact

Once the **TEA project administrator** has made initial contact with each district, the district liaison will call the district to:

- introduce the **data collection firm**
- explain the inventory process
- identify a point of contact from the district for handling all communication and information gathering

The district contact will either be the **superintendent, assistant superintendent, business manager** or other designated district staff. Once the point of contact has been established, the **district liaison** will contact that person to explain the pre-visit package and discuss a tentative inventory date.

Scheduling Inventories

The **district liaison** will prepare a schedule of events for the inventory of each district. The schedule of events must address the following (at a minimum):

- date on which the pre-visit package will be mailed to each district.
- date on which the response to the pre-visit package is due back from each district.
- date(s) on which each district will be inventoried. Larger districts will be divided into sub-districts and each sub-district will be scheduled individually.
- scheduled time for the initial meeting between the inventory team and district staff.
- blackout days at each campus when inventory activities cannot be conducted such as holidays, vacations, testing days, etc.
- events at the school which would inhibit or limit inventory activities such as meetings, athletic events, programs, night school, etc. .

- date on which each deliverable will be submitted to the **3DI regional manager.**

The **district liaison** will also be responsible for establishing and maintaining the initial detailed schedule for each geographic region assigned to the **data collection firm.** The schedule must reflect detail at the district level. Once initial contact has been made and a date has been established for the inventory, the **district liaison** will update the detailed schedules with current information. Any revisions to the detailed schedule must then be submitted to the **3DI regional manager** for incorporation into the overall master schedule. Recovery plans will be required if the **data collection firm** falls behind schedule. Since funding for the BETA project expires on August 31, 1991, the date of completion can not be extended.

Pre-Visit Package

A pre-visit package will be sent to each **district** requesting certain information necessary for the data collection teams to complete the inventory. The **district liaison** is responsible for coordinating the delivery of the package to each school district. The package should be sent a minimum of four to six weeks prior to the **data collection firm** arriving on location.

The pre-visit package sent to each district will include requests for the following information:

- name of designated district contact with a phone number. An alternate or backup is also suggested in the event the primary contact is unavailable.
- provisions to obtain access to all areas of the campus.
- district road map locating all district campuses and Ancillary Buildings.
- list of all campuses and Ancillary Buildings with addresses, acreage, person to contact at each campus (principal) and phone numbers.
- campus plans locating all buildings and including (at a minimum):
  - Pre-assigned building numbers
  - Pre-assigned room numbers
  - Year of construction and year of last major renovation for each area within a building (if different).
- information for each campus for entry onto Form A including:
  - Acreage
  - Water source
  - Sewage treatment
  - Type of security.

- existing inventories or survey reports that will support the data collection effort such as:
  - Fixed asset inventory for educational technology equipment (sorted by campus)
  - Roof surveys
  - Mechanical, electrical or plumbing studies or surveys
  - Energy management studies
  - Other pertinent existing surveys.
- list of campuses that share buildings with a primary campus. *Shared buildings* are defined as those buildings which furnish the same services to two or more campuses (i.e.- cafeterias, gymnasiums, libraries, etc.). This information will be entered on *Form B3* which lists buildings that are located on a primary campus and shared by other campuses.
- educational adequacy questionnaire (voluntary).
- preferred method of student payment. This will be either a donation to a specified **student** organization or club or direct payment to the students at $5 per hour.
- assignment of students and personnel to assist the data collection team.
- provisions for transportation of the **students**.
- list of "blackout" days or times when inventory teams cannot visit campuses due to previously scheduled school functions.

The package will also include:

- copy of the data collection instruments for district information purposes only. A message should be printed on the forms stating, "*Not for District Completion, This form is for use by the site visit team only*".
- copy of the **student** training video tape for the district to administer to the assigned **students** prior to the team arriving. The tape should be received by the data collection team at the time of the inventory and returned to the **3DI regional manager**.

A sample pre-visit package has been included in Appendix B. This format must be strictly adhered to, as it has been field tested and proven successful.

Follow-Up

The **district liaison** will monitor the **district's** progress in assembling the information requested in the pre-visit package. This will involve follow-up calls to the **district** contact to ensure that there are no problems encountered. The school districts must be given ample time to review and respond to the pre-visit packages. As stated above, the package should be mailed to the **district** contact a minimum of four to six weeks in advance of the scheduled inventory date.

Inventory Package Assembly

The **district liaison** is responsible for assembling all information received from the **district** and relaying it to the data collection team(s). Once all of the required information has been received, the **district liaison** will transfer appropriate information to forms and assemble a package to accompany the inventory team to the site. This will minimize the amount of **professional** man-hours spent at each campus.

Information to be included in the package includes:

- all partially completed forms containing information received from the **district**
- adequate quantities of blank forms
- district map
- names of contacts and phone numbers
- campus and building plans with room and building numbers pre-assigned
- existing inventories and surveys collected from the **district**
- selected campus(es) for Fixed Asset Inventory verification. The **professionals** will be responsible for verifying the educational technology information in the fixed asset inventory at one campus. For larger districts, one campus out of every twenty (20) must be verified.
- funds for compensating students or **student** organizations
- paperwork for students to fill out, if compensation is on an individual basis. This paperwork will include:
  - *Form I9* which ensures that all students are of legal working age
  - *W4 Form* for each **student** to fill out as an employee of the **data collection firm**
  - *Proof of insurance* in the event that compensation is handled by direct payment to the students. Liability coverage for the students must by covered by the **data collection firm's** policy.

The information received from each school district may vary slightly. The **professional** must be prepared to collect any information that the **district** may not have been able to provide in response to the pre-visit package.

Once all pre-visit and preparatory activities have been completed by the **district liaison**, the onsite data collection activities will commence on the scheduled date. As discussed earlier, data collection professionals assisted by high school students will be responsible for collecting all required data. Described below are the responsibilities of both the **professionals** and the **students.**

Pre-inventory Activities

Initial District Meeting

A meeting with the **district** representative will be held prior to the start of inventory activities. The meeting is scheduled by the **district liaison** (see Initial Activities). Items that must be addressed at the meeting are as follows:

- questions regarding responses to items on forms for district facilities
- verification of the number of students available for the inventory and submittal of **student** compensation to **district** contact
- date on which the fixed asset inventory for educational technology was last updated and any technology items added since the last update (if not available at this level, ask at campus level)
- district facility concerns

In addition to meeting with the designated **district** contact before the inventory begins, the data collection team must meet with each principal, or other designated contact, at each campus to discuss the following:

- items on forms that the principal needs to address
- technology questions that could not be addressed by the **district** contact (Form E)
- facility problems or concerns that should be seen and noted
- verification of the campus/building plans
- necessary last minute coordination

Activities that must be completed onsite before the actual inventory can commence are as follows:

- assignment of students for the room by room inventory assessment.
- if students are being paid individually, the necessary paperwork must be completed at this time. No work can begin until this is finished.

Professional Evaluation

The **data collection firm** is responsible for providing a data collection team for each district consisting of: 1) an architectural/ structural **professional**, and 2) a mechanical/ electrical/plumbing **professional** for the inventory. The data collection team is responsible for providing expert evaluations of building systems and subjective analysis for condition ratings.

General Recommendations

Since there is limited time at each campus for the inventory activities, the inventory must be as efficient as possible without compromising the quality of the data collected. There are several recommendations for minimizing time spent for both the evaluation of the buildings and the completion of the forms. They are as follows:

- cameras and tape recorders are appropriate devices to be used during the site visit to document areas of concern and to help expedite the inventory process. Although usage of these devices is not required, it is recommended any photographs taken be included with the deliverables for reference purposes.
- attempt to complete the professional evaluation for as many campuses as possible in the immediate area prior to the end of the school day when the room evaluation begins.
- before the room inventory and evaluation begins, briefly meet with the assigned students to review the use of the measuring instruments and answer any questions that they may have.
- kitchen areas, locker rooms, administrative offices may be entered as a one area and not by individual rooms. The only exception is the nurse's or health clinic and counselors' offices which must be identified separately.
- when a row of classrooms are identical in size, condition and fixture counts, it is not necessary to measure and count each room individually. The **professional** may briefly examine the rooms to verify that the rooms are identical and note as such.
- verify that the building floor plans are correct. Revise the plans and add room numbers as necessary. Draw in any rooms that do not appear on the plans.

Student Involvement

Students will be responsible for taking measurements and helping the **professional** count various room elements. **Professionals** will complete all forms, analyze the condition rating for rooms and monitor the work of the students.

The use of students accelerates the inventory process and decreases the cost of labor at each campus. Assignment of students, method of payment and transportation will already be determined before commencement of the room by room inventory.

There will be two students for every **professional**. The students will be responsible for measuring all rooms and for assisting the **professional** in counting the following items:

- duplex electrical outlets
- cable outlets
- telephone jacks
- drinking fountains
- sinks
- toilet fixtures
- gas jets

The students will view a training video prior to the professionals arriving at the campus. This video will instruct the students on how to use the measuring instruments and instruct them on the process for counting certain room elements. The professionals should be prepared to quickly review the procedures and answer any questions the students might have. The professionals will also need to assist the students in measuring odd shaped rooms that are not covered in the video.

Data Collection Instruments

A comprehensive set of data collection instruments have been developed for the BETA project. The **professionals** will have full responsibility for completing the required data collection instruments at each district. A set of forms must be completed for each campus. The data collection instruments *or forms* are as follows:

- Form A Site/Outdoor Area Profile
- Form B1 Architectural/Structural System Profile
- Form B2 M/E/P Systems Profile
- Form B3 Alternate Campuses at Buildings
- Form C Indoor Instructional Space Profile
- Form D Educational Technology Profile
- Form E Comments
- Form X District Ancillary Buildings

Each form must be completed in its applicable entirety and reviewed by the project manager, or other independent source, for an quality control.

It may be necessary to use more than one copy of each form especially form C. Form X is used for district Ancillary Buildings. More than one form X may need to be filled out for the district.

Please print legibly for accurate input into the PC based computer program and every entry field must be answered.

All code values for applicable entry fields on the forms appear on the reverse side of the form. These values must be adhered to strictly. In the event that a condition is encountered that does not appear as an available code, the "other" code value may be used. If the "other" selection is used in any of the coding, a description should be provided on *Form E - Comments* to explain the condition specifically.

Rating codes have been established for evaluating all building systems and room conditions. These codes must be adhered to strictly and are explained on the reverse side of each applicable form. A rating code of "0" is to be used only in the event that the feature being rated is "None" or "Not Applicable".

Every form must have the following information for identification:

- **Survey Date:** date on which the inventory takes place.
- **Contact:** person from which information was received at that campus or district (last name, first initial).
- **Surveyor: professional** completing the form (last name, first initial).
- **Reviewed By:** person from **data collection firm** reviewing the form for quality control (last name, first initial).
- **Date:** date on which the quality control review takes place.

Completing the Forms

Form A - Site/ Outdoor Area Profile

This form is used in collecting data about the site conditions and outdoors areas for each campus. The **district** is providing a portion of the information and the **professional** will be responsible for collecting all remaining information during the inventory visit. Form A will be used to collect the follow information:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field

should already be completed by the **district liaison.** The campus number entered on Form A is the *primary campus.* Primary campus can be defined as the campus responsible for maintenance of all buildings, in the event there are multiple campuses sharing facilities on a common site. In the case where multiple campuses are collocated, the campus housing the higher grade level is the primary campus.

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "1".

4. **Other Campuses Sharing this Site:** In the instance where more than one campus share common facilities the three digit codes of the other campuses are recorded here. The following decision rules apply in the event that there are multiple campuses sharing buildings:

   - If two campuses with separate buildings share a site and have the same address only one Form A is completed. The primary campus is entered into Item 2 and the other campus is entered in Item 4.
   - If two campuses are on the same site, but they have different addresses, a separate Form A is completed for both campuses.
   - In both of the above instances, all remaining forms are completed for both campuses at the site (B1, B2, B3, C, D, E).
   - If two campuses share the same building, only one Form A is completed with the primary campus entered into Item 2 and the secondary campus entered in Item 4. Form B3 will identify the building shared by both campuses (see Form B3 instructions).

5. **District Name:** The name of the school district. This information should already be entered by the **district liaison.** If the district name has not been entered on the form, it is the responsibility of the **professional** to complete this information.

6. **Campus Name:** The name of the campus. This information should already be entered by the **district liaison.** If the campus name has not been entered on the form, it is the responsibility of the **professional** to complete this information.

7. **Street Address:** The street address for the campus should already be entered by the **district liaison.** If the street address has not been entered on the form, it is the

responsibility of the **professional** to complete this information.

8. **City:** A component of the address that should be entered by the **district liaison.** If the city has not been entered on the form, it is the responsibility of the **professional** to complete this information.

9. **Zip Code:** A component of the address that should be entered by the **district liaison.** If the zip code has not been entered on the form, it is the responsibility of the **professional** to complete this information.

10. **Total Acreage:** The acreage for the campus should be provided by the school **district** and entered onto the form by the **district liaison.** If the total acreage has not been entered on the form, it is the responsibility of the **professional** to complete this information.

11. **Campus Layout:** This item describes the campus as a single building or multi-building layout. This is also used to describe a school within a school *(i.e.- magnet campus located within a primary campus building)*. The options for type of campus layout appear on the back of the form.

12. **Water Source:** Select whether the campus water is provided by the city, private well, private service or if there is no water at the campus. This information should already be completed by the **district liaison.** If the water source has not been entered on the form, it is the responsibility of the **professional** to complete this information. In the instance where a campus may have two sources, choose only the primary source.

13. **Sewage Treatment:** Select whether the campus sewage service is provided by the city, on-site plant, septic tank, private contractor or if there is no sewage treatment at the campus. This information should already be completed by the **district liaison.** If the sewage treatment has not been entered on the form, it is the responsibility of the **professional** to complete this information. In the instance where a campus may have two sources, choose only the primary source.

14. **Site Drainage:** Select whether the site is draining adequately or inadequately. It may be necessary to ask the contact at the campus if there have been any drainage problems.

15. **Site Fencing:** Note whether the campus has complete, partial or no site fencing. This does not include security

fencing around the front of the school (this specialized case should be noted on Form E - Comments).

16. **Campus Security:** Select the primary source of campus security as an alarm system, campus police or security guard. There may be instances where one building on a campus has an alarm system, but the remaining only use a security guard. In this case the security guard is the primary source. Information should be provided by the school **district.**

17. **Access Between Buildings:** For multi-building campuses, describe the access between the buildings as improved (paved/wood/etc.) or not improved. Not applicable is used on single building campuses and where there are no relocatable buildings.

18. **Percent of Access that is Covered: Professional** to provide an estimated value for percentage of the walkway between buildings that is covered. Use 000 for none.

19. **Parking Lot Surface:** Note the type of surface covering the majority of the campus parking. None is used when there is no designated lot or when parking occurs on grass or on unimproved areas. Improved refers to a cleared, graded area with an adequate base material such as gravel or shale. Paved refers to concrete, asphalt or other types of paving.

20. **Adequate Parking Spaces:** Note whether the quantity of parking spaces available appears to be adequate. This information should be provided by the campus representative.

21. **Lighted Parking Lot:** Note whether the parking lot is lighted. In the case of multiple lots, note the most prevalent condition.

22. **Type of Outdoor Area:** Other areas on the campus grounds need to be documented such as athletic fields, recreational courts and playgrounds. Quantity is not necessary. Multiple stadiums and playgrounds do, however, need to be noted separately. In the case of playgrounds, address them separately only if their features and ratings differ greatly. In most cases, the predominate condition among multiple playgrounds is adequate for this study. The same applies for the athletic fields. Use code 99 - Other if an area cannot be classified under any of the codes provided and make note on Form E - Comments on the description of the unique area.

23. **Surface of Outdoor Area:** Note the predominate type of surface at each outdoor area. A rating code must also be given for each surface noted. The codes for all types of surfaces appear on the back of the form.

25. **Outdoor Area Covered:** Note whether the outdoor area is covered.

26. **Outdoor Area Lighted:** Note whether the outdoor area is lighted. In the case of multiple areas (playgrounds) record the most predominant condition.

27. **Seating Capacity:** Note the estimated capacity of the bleachers at stadiums and playing fields only. Seating at practice fields is not required. This information should be provided by the **district** or campus staff. A rating of the seating (bleachers) must be provided.

Form B1 - Architectural/ Structural System Profile

The **architectural/structural professional** is responsible for evaluating the building structure, foundation, exterior wall, roofing, conveying systems and handicap adequacy for each campus. Code violations should also be noted. Examples of common code violations include dead end corridors, inadequate number of exits, inadequate storage of chemicals or flammable materials and any other observed code violations. A line entry must be completed for each building within a campus. Form B1 will be used to collect the follow information:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field should already be completed by the **district liaison.**

> **Campus Name:** The name of the campus appearing on the corresponding Form A. This field is for reference only and will not be entered into the database.

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "1".

4. **Building Description:** If a building description has not already been assigned by the campus, a description must be assigned by the **professional.** Building description is for identification purposes only. Examples of commonly used descriptions are:

   - Main
   - Classroom
   - Gymnasium
   - Field House
   - Band Hall

   Relocatable buildings should always be called relocatable. There can be more than one building on a campus with the same description. For example, there may be five relocatables and three classrooms. For a single building campus "Main" would be the best description.

5. **Building Number:** This information should be provided by the **district** and noted on the campus plan which is given to the **district liaison**. If this information is not completed, the **district liaison** will assign a number and note it on the campus/building plan.

6. **Relocatable:** Note whether the building is a relocatable. Relocatable is defined as a structure of temporary construction which can be moved to another location. Many relocatables are built onsite but are still considered temporary construction.

7. **Number of Stories:** Note the number of floors in the building.

8. **Structure:** Note the type of structure for the building. In the case of a relocatable, enter "0".

10. **Foundation:** Note the type of foundation for each building. In the case of a relocatable, use code 0.

12. **Exterior Finish:** Note the most prevalent type of exterior finish on each building.

14. **Window Operation:** Note the majority of the window operation as either operable or fixed. Enter 0 if there are no windows in the building.

15. **Window Type:** Note the type of glazing used in the majority of the windows. Enter 0 if there are no windows in the building.

17. **Roof Design:** Note the roof design as pitched, flat or a combination of both.

18. **Roof Material:** Note the roofing material used at each building.

20. **Conveying Systems:** Note if elevators or escalators exist in the building.

22. **Handicap Accessibility:** Note if handicap requirements within the building appear to be adequate.

Form B2 - M/E/P Systems Profile

The **mechanical/electrical/plumbing professional** is responsible for evaluating the heating and cooling systems, interior lighting, fire alarm and fire protection for each building at a campus. As the evaluation is being conducted, fire and life safety issues and code violations should also be noted and entered on **Form E - Comments.**

Form B2 is used for collecting the following information:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field should already be completed by the **district liaison.**

> **Campus Name:** The name of the campus appearing on the corresponding Form A. This field is for reference only and will not be entered into the database.

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "1".

> **Building Description:** This item should correspond with the description entered on Form B1 for the same building and is for reference purposes only.

4. **Building Number:** This information should be provided by the **district** and noted on the campus plan which is given to the **district liaison.** If this information is not completed, the **district liaison** will assign a number and note it on the campus/building plan.

5. **Fuel Source:** Note the type of primary fuel being used for heating.

6. **Heat Medium:** Type of medium being used to carry heat throughout the building. In the case of two mediums, use the most prevalent.

7. **Heat Distribution:** Manner in which heat is being distributed throughout the building.

9. **Cooling System:** Primary type of system being used in the building for cooling.

11. **Interior Lighting:** Type of light fixture which is most predominant throughout the building. An overall condition rating of the building lighting system is required. Adequacy is addressed on a room by room basis.

13. **Emergency Lighting:** Note whether the building has emergency lighting.

14. **Intercom:** Note if the building has an intercom system and whether it is a one-way (to rooms only) or two-way (to and from rooms) system.

15. **Fire Alarm System:** Note if the building has a fire alarm system.

16. **Fire Protection System:** Note the primary type of fire protection for the building with sprinkled being the highest priority. If there is a standpipe with fire extinguishers, enter standpipe as the primary system.

17. **Plumbing:** Give the plumbing in each building a condition rating. If there is no plumbing use the rating code 0 - Not Applicable.

Form B3 - Alternate Campuses at Buildings

Information concerning multi-campus shared buildings is entered on Form B3. This form should be filled out for every campus and every building on that campus whether it has shared facilities or not. A primary campus is entered and campuses that share primary campus buildings are entered on the form as follows:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Primary Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field should already be completed by the **district liaison.** This number is the primary campus to which the buildings are assigned.

Campus Name: The name of the primary campus appearing on the corresponding Form A. This field is for reference only and will not be entered into the database.

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "1".

Building Description: This item should correspond with the description entered on Form B1 for the same building and is for reference purposes only.

4. **Building Number:** This information should be provided by the **district** and noted on the campus plan which is given to the **district liaison.** If this information is not completed, the **district liaison** will assign a number and note it on the campus/building plan.

5-9 **Other Campus Number:** Fields 5 through 9 are for specifying campuses that share a specific building.

Form C - Indoor Instructional Space Profile

Form C collects information gathered in the room by room inventory of indoor instructional space. Every room must be identified, inventoried and given a condition rating. The only exception to the room by room requirement are administrative areas, kitchens and locker rooms where the area may be measured and inventoried as a whole. It will be necessary to inventory health clinics, and counselors' offices separately should they fall within an administrative space.

The information generated on this form will be used in analyzing the amount of current space available and features and condition within the space to be utilized in the establishment of educational facility standards. Information collected on Form C is as follows:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field should already be completed by the **district liaison.**

Campus Name: The name of the primary campus appearing on the corresponding Form A. This field is for reference only and will not be entered into the database.

Building Name: This item should correspond with the building description entered on Form B1 for the same building and is for reference purposes only.

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "1".

4. **Building Number:** This information should be provided by the **district** and noted on the campus plan which is given to the **district liaison**. If this information is not completed, the **district liaison** will assign a number and note it on the campus/building plan.

5. **Room Number:** This information should be provided by the **district** and noted on the building floor plan which is given to the **district liaison**. If this information is not completed, the **district liaison** will assign a number and note it on the building floor plan. If a room is encountered that does not appear on the floor plan, the **professional** will sketch the room onto the floor plan and assign it a room number. Suffixes can also be used wherever necessary *(i.e.- closet within room #101 can be called #101A)*.

6. **Floor Level:** The floor level (or story) on which the room is located.

7. **Room Area:** The measured room size in square feet to be performed by the **students** and called out to the **professional**.

8. **Intended Use:** Refers to the intended use (not current use) of each room. Choose from the list of intended room use codes included in Appendix D for the code which best fits each room. The "other" code should only be used as a last resort. If the "other" code is used, please note the unique room use on Form E - Comments. Intended use is important for the analysis of available space. For example, a classroom being used as a storage room must still be noted as classroom.

9. **Floor Finish:** The type of floor in each room with an assigned condition rating.

11. **Ceiling:** The type of ceiling in each room with an assigned condition rating.

13. **Room Condition:** Each room will be given an overall condition rating.

14. **Lighting Adequacy: Professional** will determine, based on his/her professional experience, if the light in each room is adequate to perform the functions for which the room is designed. If the lighting is determined to be inadequate comments must be entered on Form E describing the reason why the professional has determined such. For instance, the light fixtures are old and outdated, there are shadows in the corners of the room, there is a glare problem, lights are burned out, etc.

15. **Student Stations:** Enter the quantity of *fixed* student stations in a given room. This does not include desks, but rather built-in stations which may limit the number of students in that room. This will occur in science labs, vocational areas such as welding stations and other specialized instructional areas.

16. **Teacher Stations:** Enter the quantity of *fixed* teacher stations in a given room. The criteria for teacher stations is the same as that of fixed student stations.

17. **Drinking Fountains:** Enter the quantity of drinking fountains in each room/corridor. Drinking fountains occurring in exterior spaces must also be counted. The procedure for documenting outdoor drinking fountains is as follows:

    - Assign a room number to the outdoor area
    - Enter a "0" for room area
    - Address the space as an outdoor corridor (room use code 820)
    - Enter "0" for all other fields
    - Enter quantity of drinking fountains under Item 17

18. **Toilet Fixtures:** Enter the quantity of toilet fixtures in each room. This includes both water closets and urinals.

19. **Sinks:** Enter the quantity of sinks in each room. A trough sink may occur in a science lab, this is counted as one sink and then noted on Form E. This comment is necessary when the sink adequacy in science labs is analyzed.

20. **Shower Heads:** Enter the quantity of shower heads in each room.

21. **Exhaust Fans:** Enter the quantity of exhaust fans in each room. This may occur in toilet rooms, science labs, kitchens and/or gymnasiums. Fume hoods should be counted as exhaust fans.

22. **Duplex Electrical Outlets:** Enter the quantity of duplex electrical outlets in each room. A quadraplex, or four-plex, outlet is counted as two duplex outlets. Electrical outlets may be wall or floor mounted.

23. **Cable Outlets:** Enter the quantity of cable outlets in each room. Cable outlets may be wall or floor mounted and may also simply be a cable wire protruding from the wall without a wall plate.

24. **Phone Jacks:** Enter the quantity of phone jacks in each room. Phone jacks may either be wall or floor mounted. In older schools, phone jacks may be four-pronged plugs. In the case of direct wired phones, count the number of phones.

25. **Gas Jets:** Enter the quantity of gas jets in each room. Gas jets are counted in lab space only. Enter "0" if there are none.

26. **Year Built:** Enter the year of construction for the structure of the building. This should be identified on a room by room basis on the building floor plan provided by the **district**. This allows an effective age analysis taking into account new wings that may have been added since the original construction.

27. **Year Renovated:** Enter the year of the last major renovation. Major renovation is defined as a replacement of major building system(s). Painting and ceiling tile replacement is not considered major renovation. This information should also be entered room by room and should be reflected on the building floor plan provided by the **district**.

Form D - Educational Technology Profile

Form D is used to collect all educational technology equipment/ information at each campus. Due to the complexity of the types of information being gathered, the form has been designed for use as a questionnaire with **district**/campus personnel. The shaded areas on the form are for count items.

All educational technology information should be available in a fixed asset inventory provided by the **district**. If computerized, the fixed asset inventory report should be sorted by campus and will provide a starting point for collection of technology information. All applicable information contained in the fixed asset inventory will be

will be transferred to Form D by the **district liaison.** The fixed asset inventory will then be verified by the **professional** by performing a PC count at a selected campus within the district during the room by room inventory. Should a large discrepancy be discovered between the verification and the fixed asset inventory, the **professional** should consult with the **district** contact to remedy the problem. On larger districts, a ratio of one campus for every twenty should be used when verifying the fixed asset inventory. If a Fixed Asset Inventory does not exist, the data must be manually collected at each campus in the district.

A listing has been included in *Appendix E - Technology Reference Guide* illustrating the types of technology most likely to be encountered, definitions of the technology, pictures (if available) of the technology and brand/model of common PC's.

Form D should be completed for every campus in the district. A single Form D should be completed for ancillary buildings (campus number 700). The designated shaded areas below and on the following pages constitute questions that must be asked to **district** staff. The following information must be completed for Form D:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field should already be completed by the **district liaison.**

Campus Name: The name of the primary campus appearing on the corresponding Form A. This field is for reference only and will not be entered into the database.

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "1".

A. **Does the campus have a central computing facility (mainframe)?** If the campus does not have a mainframe or mini computer, go to Item B. If yes, enter the following information:

4. **Quantity**

5. **Brand Name**

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6. **Model Number**

B. Does the campus have a dish receiver (distance learning)? If no, proceed to Item C. If yes, enter the following information:

Is it a microwave receiver? *(Yes -or- No)*

7. If yes, how many of the dishes are fixed?

8. If yes, how many of the dishes are steerable?

If not a microwave, does the campus receive only (TVRO)? *(Yes -or- No)*

9. If yes, how many of the TVRO dishes are fixed?

10. If yes, how many of the TVRO dishes are steerable?

If not microwave, can the campus send and receive signals (VSAT)? *(Yes -or- No)*

11. If yes, how many of the VSAT dishes are fixed?

12. If yes, how many of the VSAT dishes are steerable?

If the campus has VSAT, does it also have student keypads? *(Yes -or- No)*

13. How many?

C. Does the campus receive commercial cable?

14. *(Yes -or- No)*

D. Does the campus have electronic networking capabilities?

Between campuses and/or buildings within the district?

15. Video networking *(Yes -or- No)*

16. Data networking *(Yes -or- No)*

Between districts and outside sources? *(Yes -or- No)*

17. Video networking *(Yes -or- No)*

18. Data networking *(Yes -or- No)*

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E. Does the campus have any fax machines?

19. *(Yes -or- No)*

F. Enter the quantity of the following video devices at the campus.

20. Video tape recorders (VCR's)?
21. Hand held video cameras (camcorders)?
22. Non-projection type televisions?
23. Projection type televisions (usually large screen televisions)?

G. Enter the quantity of each peripheral currently being used at the campus.

24. How many laser printers?
25. How many other printers?
26. How many plotters?
27. How many scanners?
28. How many bar code readers (most likely in the library)?
29. How many CD-ROM players?
30. How many LCD projectors?
31. How many modems of less than 2400 baud?
32. How many modems of 2400 baud or greater?
33. How many laser/videodisc players that are interfaced with computers?
34. How many laser/videodisc players that are not interfaced with computers?

H. Enter the quantity of each type of microcomputer currently in use at the campus.

35. How many computers of the Apple II family?

36. How many computers of the MacIntosh family?

37. How many computers of the MS DOS family?

38. How many OS2 Model 25 computers?

39. How many OS2 Model 30 or greater computers?

40. How many PC Jr. computers?

41. How many other computers not counted above that were manufactured prior to 1985?

42. How many other computers not counted above that were manufactured in 1985 or later?

I. **Does the campus have Integrated Learning Systems networking?** This refers to a curriculum program where computer workstations are networked together for instructional use.

44. If yes, how many computers are networked together?

45-57 Indicate which types of software are being used by the campus.

Form E - Comments

In addition to information required on the forms, the **professionals** may also encounter unique circumstances that the forms do not adequately address. This may include, but not be limited to, health, fire and life safety, code violations, unusual conditions and/or potentially costly repair items. This form is designed for comments regarding the campus or further explanations to the coding on the forms. For example, if a building's structure is badly damaged and needs major work, comments about the damage and the type of repairs required should be noted on this form. All comments must be filled out on Form E and submitted as a deliverable. Before comments are entered on Form E, the following identifying information must be completed:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** A pre-assigned, state designated three digit number for each campus within a district. This field should already be completed by the **district liaison.**

Form X - District Ancillary Buildings

District ancillary buildings such bus barns, administrative buildings, tax offices and other "non-instructional" buildings must be noted, but it is not necessary to conduct a room by room inventory of them. The **professional** should briefly visit all district ancillary buildings to provide an overall condition assessment. Information to be completed on Form X is as follows:

1. **County-District Number:** A pre-assigned, state-designated six digit number for each county-district entity in the state. This field should already be completed by the **district liaison.**

2. **Campus Number:** The campus number for district ancillary is always "700".

3. **Action Code:** This field will be either "1" for Add, "2" for Change or "3" for Delete. For the BETA project, since this data has never been collected before, all entries will be "A".

4. **Building Name:** The name of the building. This information should already be entered by the **district liaison.** If the building name has not been entered on the form, it is the responsibility of the **professional** to complete this information.

5. **Street Address:** The street address for the ancillary building should already be entered by the **district liaison.** If the street address has not been entered on the form, it is the responsibility of the **professional** to complete this information.

6. **City:** A component of the address that should be entered by the **district liaison.** If the city has not been entered on the form, it is the responsibility of the **professional** to complete this information.

7. **Zip Code:** A component of the address that should be entered by the **district liaison.** If the zip code has not been entered on the form, it is the responsibility of the **professional** to complete this information.

8. **Building Use:** Enter the code which best describes the building use. If the building use is not included in the available list, enter "99" for other and comment on Form E on the unique type of building. All available codes are on the back of the form.

9. **Gross Square Footage:** This information is to be provided by the **district,** if possible. If it is unavailable the **professional** should develop a rough estimate of the square footage.

10. **Year Built/Renovated:** Enter year of construction or date of latest major renovation for the ancillary building. This information will be provided by the **district.**

11. **Overall Condition:** Enter a condition rating code.

12. **Building Number:** This information should be provided by the **district** and noted on a campus plan which is given to the **district liaison.** If this information is not completed, the **district liaison** will assign a number and note it on the campus/building plan.

> **Note:** Each Form X is designed for entering multiple ancillary buildings.

Post Inventory Activities

After inventory activities have been completed by the teams of **professionals**, the following post inventory activities must be completed:

- the **professionals** should make sure that all items have been addressed and all necessary forms have been completed. If data is missing, it is easier to obtain while onsite than after returning to the office.
- return all inventory data to the **district liaison** upon completion of each district or sub-district. This will include:
  - all completed forms
  - maps
  - campus/building plans
  - existing inventory information
  - photographs taken
  - audio tapes, if used
  - all other pertinent information used to complete the inventory

There will be isolated instances where all information is unavailable at the time of the inventory. The **district liaison** will also be responsible for the following post inventory activities:

- meet with the **professionals** and determine if there is any additional information remaining to be collected from the **districts.**
- call the point of contact, discuss the inventory, the performance of the team and the status of any needed information.
- contact the district weekly until all remaining information is collected

PC Based Data Storage System

There are two automated systems being developed as part of the BETA project. A mainframe automated support system will ultimately store and maintain the data collected throughout the state. The mainframe system is not scheduled for completion until July 1991. To avoid a data input bottle neck when the mainframe system comes on line, a PC based data storage system has been developed to store the data prior to the completion of the mainframe system. This will allow the entry of data concurrently with the collection of data. The **data collection firms** are responsible for entering all data from the data collection instruments into the PC based system. The PC based system software will be provided to each firm by **TEA**. The **data collection firm** must provide a **data input technician(s)** for inputting all data into the system. The sequence of activities for data input is as follows:

- **district liaison** forwards completed data forms to the data input technician
- **data input technician** inputs data into PC based system
- upon completion of data input, the **data input technician** will print out a hard copy of the data for **district liaison** to review.
- **data input technician** will also download the data onto diskettes and return the completed data forms, hard copy printout and diskettes to **district liaison**
- **district liaison** transmits completed data forms (originals), hard copy printout and diskettes along with all other deliverable material to **3DI regional manager.**

Once the PC based system has been completed, there will be a user's guide that will supplement this section of the procedures manual.

Document Accountability/Project Files

Each element of data and document being collected for the BETA project should be protected against loss or destruction. The loss of a single form, could result in a data collection team having to return to a campus to recollect the lost information. This not only results in extra labor and expenses to the data collection firms, but also potentially jeopardizes an already tight schedule. To avoid this happening, the **professionals** must utilize a strict document accountability and filing system.

Document accountability is extremely important when facing a large collection of data and paperwork as will be in the BETA project. A

regional manager that tracks each document generated during the inventories. Each form completed by the **professionals** and each reference document received from the **district** must be entered into accountability. Once the inventory has been completed for a district (or sub-district), a package must be transmitted to the **district liaison** (preferably by a reliable service such as Federal Express, Express Mail, etc) containing the completed forms, maps, building plans and other information gathered for the inventory. Once the **district liaison** has received the package, he should then log the packaged documents into accountability, generate copies of all documents and file the copies accordingly. A filing system should be set up that includes the following (at a minimum):

- files should be sectioned by district (and sub-district) and contain district information, campus information for each campus within that district, ancillary building information for that district and all reference information.
- individual files should be established for each campus within a district (or sub-district) containing all completed forms and reference material received regarding that campus
- an individual file should be established for ancillary buildings within a district (or sub-district) containing all applicable completed forms and reference material received regarding the ancillary buildings
- an individual file should be established for all district information collected during the inventory
- all files should be identified by:
    - management region designation
    - county-district number
    - county-district name
    - campus name (or ancillary, district information)
    - campus number
- **data collection firm** files should contain only copies of the documents since the originals become a deliverable to **3DI**

Once the **district liaison** has logged in the documents and performed a check of the data, the originals should be submitted to the **3DI regional manager** as a deliverable. At a minimum, data should be submitted to **3DI** every two weeks. Weekly submittals are desired if possible. This will allow a quality control check of the data before the final deliverable is submitted to **TEA**. The package of data submitted to **3DI** should include the completed forms, all reference material collected or generated during the inventory and inventory data in electronic format (diskette) downloaded from the PC system.

Deliverables will be submitted to the 3DI regional manager at a minimum every two weeks. Weekly submittals of deliverables is desired, if possible. Contract deliverables for the data collection firms are as follows:

Semi-Monthly Status Report

Semi-monthly status reports should be submitted to the **3DI regional manager**. Please see "Reporting" for details regarding the status report.

Inventory Data - Data Collection Forms

All completed data collection instruments should be forwarded to the **3DI regional manager** once the data has been reviewed by the **district liaison**. Copies should made of the originals and filed by the **district liaison** and the originals should be forwarded to the **3DI regional manager**.

Inventory Data - Electronic Format

All inventory data should be forwarded to the **3DI regional manager** in electronic format (diskettes) once the data has been reviewed by the **district liaison**. Once validation reports have been generated by the PC based data storage system, the data should be downloaded onto 3.5" diskettes for transmittal to the **3DI regional manager**. Data should be downloaded to diskettes in increments of districts and/or sub-districts.

Campus/Building Plans

All campus/building floor plans generated by the district and used during the inventory must be submitted to the **3DI regional manager** as a deliverable. The plans will serve as future reference documentation when referring to room and building locations. The plans should reflect the following at a minimum:

- district name
- campus name and number
- building numbers
- room numbers
- year of original construction by room
- year of last renovation by room

District Maps

Any maps obtained from the **district** reflecting campus locations should be submitted as a deliverable to the **3DI regional manager.**

Completed Questionnaires

The educational adequacy questionnaires included in the pre-visit package for completion by **district** staff are voluntary. If the questionnaires are completed, they become a contract deliverable and must be submitted to the **3DI regional manager** for review.

Existing Inventory Information

All existing inventories or survey reports that are collected from the **district** during the inventory for use as supporting documentation become a part of the contract deliverables. This information may include, but not be limited to, the following:

- Fixed asset inventory for educational technology equipment (sorted by campus)
- Roof surveys
- Mechanical, electrical or plumbing studies or surveys
- Energy management studies
- Other pertinent existing surveys.

Copies of the information should be filed by the **district liaison**, with the originals submitted to the **3DI regional manager.**

Photographs/Tapes

Although optional, any photographs taken by the **professionals** to describe problems and unusual conditions at that campus should be submitted along with deliverables. Photographs should be attached (glued) to paper with a description of the problem, the **professional's** evaluation of a recommended solution (if necessary), date picture was taken, district name, campus name and building number (room number if applicable). If tape recorders are used, they should be transcribed onto *Form E - Comments.*

Semi-Monthly Status Report

The **data collection project manager** shall generate semi-monthly project status reports during the life of the project reflecting the cost status, schedule status, deliverables, activities accomplished for the current month and planned activities for the following month for the data collection contract. The Semi-Monthly Status Report will be submitted to the **3DI regional manager** no later than the 15th week day and the last week day of each month. The status report shall include the following at a minimum:

- overview of data collection activities for the period
- cost status for the data collection contract reflecting current total budget, amount billed to date and amount remaining on contract
- schedule status of the data collection effort including a statused detailed schedule by applicable geographic region, activities and milestones completed for the month and any schedule problems encountered with proposed solutions. The statused detailed schedule will be used for updating the overall 3DI master schedule.
- contract deliverables for the reporting period
- planned activities for the following period
- updated Data Collection Progress Reporting System *(see Appendix E - Sample Progress Reporting System)*.

Pay Requests

Pay requests should be submitted to the **3DI regional manager** for review on the last week day of each month. Payments to the **data collection firms** will be based on the percentage of districts completed as tracked in the *Data Collection Progress Reporting System (DCPRS)*. A sample format for the report has been included in Appendix F. The system tracks the completion of district inventories by both county and ESC region. The system must be adhered to strictly, as this will be used in determination of payment. An updated copy of the DCPRS should be included with each pay request for review by **3DI** and **TEA**. The system operates on Lotus 1-2-3, Release 2.2 and a working copy of the DCPRS will be transmitted to each data collection firm by **3DI** for use on the project.

Appendix A - Data Collection Instruments

Form A

TEXAS EDUCATION AGENCY

Site / Outdoor Area Profile

Division of Resource Planning

Contact:

Surveyor:

Survey Date:

Month Day Year

Reviewed By: _____ Date: _____

1. County – District Number	2. Campus Number	3. Action Code	4. Other Campuses Sharing this Site

5. District Name
6. Campus Name
7. Street Address
8. City 9. Zip Code

10. Total Acreage	11. Campus Layout	12. Water Source	13. Sewage Treatment

14. Site Drainage	15. Site Fencing	16. Campus Security

17. Access Between Buildings	18. % of Access that is Covered

19 Parking Lot Surface	20 Adequate Spaces	21 Lighted

22. Outdoor Area	23. Surface	24. Rating	25. Covered	26. Lighted	27. Seating Capacity					28. Rating

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Contact: Person contacted at campus/district
Surveyor: Person filling out forms
Reviewed by: Person checking for quality control
Survey Date: Date campus was surveyed

1. County – District Number:
   (see Texas School Directory)
2. Campus Number:
   (see Texas School Directory)
3. Action Code:
   1 – Add
   2 – Change
   3 – Delete
4. Other Campuses:
   Other campuses sharing this site
5. District Name:
6. Campus Name:
7. Street Address:
8. City:
9. Zip Code:
10. Total Acreage:
11. Campus Layout:
   0 – Not Applicable
   1 – Single Building
   2 – Multiple Buildings
   3 – School within a School
12. Water Source:
   0 – None
   1 – Public
   2 – Well
   3 – Private
13. Sewage Treatment:
   0 – None
   1 – Public
   2 – On-site plant
   3 – Septic Tank
   4 – Private Contractor
14. Site Drainage:
   0 – Inadequate
   1 – Adequate
15. Site Fencing:
   0 – None
   1 – Partial
   2 – Complete
16. Campus Security:
   0 – None
   1 – Alarm System
   2 – Campus Police
   3 – Security Guard
17. Access Between Buildings:
   0 – Not Applicable
   1 – Improved Walkway (paved/wood/etc.)
   2 – No Improvement (dirt)
18. Percent of Access that is Covered:
   000 – None/Not Applicable
   Enter Whole number for Percentage
19. Parking Lot Surface:
   0 – None
   1 – Improved (gravel)
   2 – Paved
20. Adequate Parking Spaces:
   0 – Inadequate
   1 – Adequate
21. Lighted Parking Lot:
   0 – No
   1 – Yes
22. Type of Outdoor Area:
   01 – Playground
   02 – Football Field
   03 – Baseball/Softball Field
   04 – Soccer Field
   05 – Track
   06 – Tennis Court
   07 – Basketball Court
   08 – Volleyball Court
   09 – Swimming Pool
   10 – Agricultural Field
   11 – Agricultural Building
   12 – Football stadium
   13 – Baseball Stadium
   99 – Other (comment on Form E)
   If area is district owned enter on Form X.
23. Surface of Outdoor Area (rating codes)
   0 – Not Applicable
   1 – Paved
   2 – Grassed
   3 – Sand
   4 – Artificial Turf
   5 – Gravel
   6 – Cinder
   7 – Synthetic
   9 – Other (comment on Form E)
25. Outdoor Area Covered:
   0 – No
   1 – Yes
26. Outdoor Area Lighted:
   0 – No
   1 – Yes
27. Seating Capacity: (see rating codes)
   (Quantity: 00000 – None)

RATING CODES

0 – Not Applicable: To correspond with those items that have the code 0 – None.

1 – Poor: Highly deteriorated, requiring total replacement.

2 – Below Average: Moderately deteriorated, requiring partial replacement.

3 – Fair: Slightly deteriorated, with portions requiring minor repair/ touch-up.

4 – Good: In good condition and requiring normal maintenance treatments.

Form B1

TEXAS EDUCATION AGENCY

Architectural/Structural System Profile

Division of Resource Planning

Contact: _____

Survey Date:

Surveyor: _____

Month Day Year

Reviewed By: _____ Date: _____

1. County – District Number	2. Campus Number	Campus Name (please print legibly)
☐☐☐ – ☐☐☐	☐☐☐	_____

3. Action Code	4. Building Description	5. Building Number	6. Relocatable	7. Stories	8. Situation	9. Rating	10. Foundation	11. Rating	12. Exit Finish	13. Rating	14. Window Openings	15. Window Type	16. Rating	17. Roof Decking	18. Roof Membrane	19. Rating	20. Conveyor Type	21. Rating	22. Handicapped Access

Contact: Person contacted at campus/district
Surveyor: Person filling out forms
Reviewed by: Person checking for quality control
Survey Date: Date campus was surveyed

1. County - District Number: (see Texas School Directory)

2. Campus Number: (see Texas School Directory)

3. Action Code:
   - 1 - Add
   - 2 - Change
   - 3 - Delete

4. Building Description: Assigned by professional if one does not exist

5. Building Number: Assigned by professional if one does not exist

6. Relocatable:
   - 0 - No
   - 1 - Yes

7. Number of Stories: (floors)

8. Structure: (also see rating codes)
   - 0 - Not Applicable (relocatable)
   - 1 - Concrete
   - 2 - Steel
   - 3 - Wood
   - 4 - Load Bearing Masonry
   - 5 - Composite
   - 9 - Other (please comment on Form E)

10. Foundation: (also see rating codes)
    - 0 - Not Applicable (relocatable)
    - 1 - Slab on Grade
    - 2 - Pier and Beam
    - 3 - Combination
    - 9 - Other (please comment on Form E)

12. Exterior Finish: (also see rating codes)
    - 1 - Brick Veneer
    - 2 - Concrete Block
    - 3 - Stone
    - 4 - Wood Siding
    - 5 - Metal Siding
    - 6 - Stucco
    - 7 - Precast
    - 8 - Tilt-up
    - 9 - Other (please comment on Form E)

14. Window Operation:
    - 0 - None
    - 1 - Fixed
    - 2 - Operable

15. Window Type: (also see rating codes)
    - 0 - Not Applicable
    - 1 - Single Glazed
    - 2 - Double Glazed
    - 9 - Other (please comment on Form E)

17. Roof Design:
    - 1 - Flat
    - 2 - Pitched
    - 3 - Combination

18. Roof Material: (also see rating codes)
    - 1 - Built-up
    - 2 - Single-ply
    - 3 - Metal
    - 4 - Composition
    - 5 - Wood
    - 6 - Tile (clay/concrete)
    - 9 - Other (please comment on Form E)

20. Conveying Systems: (see rating codes)
    - 0 - None
    - 1 - Elevators
    - 2 - Escalators
    - 3 - Combination of Both

22. Handicap Accessibility:
    - 0 - Inadequate
    - 1 - Adequate

RATING CODES

0 - Not Applicable: To correspond with those items that have the code 0 - None.

1 - Poor: Highly deteriorated, requiring total replacement.

2 - Below Average: Moderately deteriorated, requiring partial replacement.

3 - Fair: Slightly deteriorated, with portions requiring minor repair/touch-up.

4 - Good: In good condition and requiring normal maintenance treatments.

Form B2

TEXAS EDUCATION AGENCY

M/E/P Systems Profile

Division of Resource Planning

Contact: _____

Survey Date:

Surveyor: _____

Month Day Year

Reviewed By: _____ Date: _____

1. County – District Number	2. Campus Number	Campus Name (please print legibly)
☐☐☐ – ☐☐☐	☐☐☐	_____

3. Action Code	Building Description (print legibly)	4. Building Number	5. Fuel Source	6. Heat Medium	7. Heat Distrib	8. Rating	9. Cooling Type	10. Rating	11. Lighting	12. Rating	13. Emergency Lt	14. Insulation	15. Fire Alarm	16. Fire Protect	17. Number Rms

Contact: Person contacted at campus/district
Surveyor: Person filling out forms
Reviewed by: Person checking for quality control
Survey Date: Date campus was surveyed

1. County – District Number (Texas School Directory)

2. Campus Number: (Texas School Directory)

3. Action Code:
   - 1 - Add
   - 2 - Change
   - 3 - Delete

   Building Description: Assigned by professional if one does not exist

4. Building Number: Assigned by professional if one does not exist

5. Fuel Source:
   - 0 - None
   - 1 - Oil
   - 2 - Gas
   - 3 - Electric
   - 4 - Coal
   - 5 - Solar
   - 9 - Other (please comment on Form E)

6. Heat Medium:
   - 0 - None
   - 1 - Hot Air
   - 2 - Water
   - 3 - Steam
   - 9 - Other (please comment on Form E)

7. Heat Distribution: (also see rating codes)
   - 0 - None
   - 1 - Central
   - 2 - Zoned
   - 3 - Room Unit
   - 4 - Radiant
   - 9 - Other (please comment on Form E)

9. Cooling System: (also see rating codes)
   - 0 - None
   - 1 - Chilled Water
   - 2 - Direct Expansion (DX)
   - 3 - Heat Pump
   - 4 - Heat Pump Water to Air
   - 5 - Window Unit
   - 6 - Evaporative Cooler
   - 7 - Ventilation Only
   - 9 - Other (please comment on Form E)

11. Interior Lighting: (also see rating codes)
   - 0 - None
   - 1 - Incandescent
   - 2 - Fluorescent
   - 3 - Combination
   - 9 - Other (please comment on Form E)

13. Emergency Lighting:
   - 0 - No
   - 1 - Yes

14. Intercom:
   - 0 - None
   - 1 - One Way (to rooms only)
   - 2 - Two Way (to and from rooms)

15. Fire Alarm System:
   - 0 - No
   - 1 - Yes

16. Fire Protection System:
   - 0 - No
   - 1 - Fire Extinguishers Only
   - 2 - Standpipe
   - 3 - Sprinkled

17. Plumbing: (see rating codes)

RATING CODES

0 - Not Applicable: To correspond with those items that have the code 0 - None.

1 - Poor: Highly deteriorated, requiring total replacement.

2 - Below Average: Moderately deteriorated, requiring partial replacement.

3 - Fair: Slightly deteriorated, with portions requiring minor repair/touch-up.

4 - Good: In good condition and requiring normal maintenance treatments.

Form B3

TEXAS EDUCATION AGENCY

Alternate Campuses at Buildings

Division of Resource Planning

Contact: _____

Survey Date:

Surveyor: _____

Month ☐☐ Day ☐☐ Year ☐☐☐☐

Reviewed By: _____ Date: _____

1. County – District Number ☐☐☐ – ☐☐☐	2. Campus Number ☐☐☐	Campus Name (please print legibly) _____

3. Action Code	Building Description (print legibly)	4. Building Number	5. Other Campus Number	6. Other Campus Number	7. Other Campus Number	8. Other Campus Number	9. Other Campus Number
		☐☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐
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		☐☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐	☐☐☐

Contact: Person contacted at campus/district
Surveyor: Person filling out forms
Reviewed by: Person checking for quality control
Survey Date: Date campus was surveyed

1. County - District Number (Texas School Directory)

2. Campus Number: (Texas School Directory)

3. Action Code:
   1 - Add
   2 - Change
   3 - Delete

   Building Description: Assigned by professional if one does not exist

4. Building Number: Assigned by professional if one does not exist

5. Other Campus Number:
   Enter campus number of other campus sharing this building

6. Other Campus Number:
   Enter campus number of other campus sharing this building

7. Other Campus Number:
   Enter campus number of other campus sharing this building

8. Other Campus Number:
   Enter campus number of other campus sharing this building

9. Other Campus Number:
   Enter campus number of other campus sharing this building

Form C

TEXAS EDUCATION AGENCY

Indoor Instructional Space Profile

Division of Resource Planning

Contact: _____

Survey Date:

Surveyor: _____

Month ☐☐ Day ☐☐ Year ☐☐☐☐

Reviewed By: _____ Date: _____

1. County – District Number ☐☐☐ - ☐☐☐	2. Campus Number ☐☐☐	Campus Name (please print legibly)	Building Name (s)

3. Action Code	4. Building Number	5. Room Number	6. Floor Level	7. Room Area (SF)	8. Intended Use	9. Floor Finish	10. Ceiling	11. Ceiling	12. Ceiling	13. Room Condition	14. Lighting Adequate	15. Student Station (fixed)	16. Teacher Station	17. Drinking Fountain	18. Toilet Fixtures	19. Sinks	20. Showers	21. Exhaust Fans	22. Elect. Outlets (Duplex)	23. Cable Outlets	24. Phone Jacks	25. Gas Jets	26. Year Constructed	27. Year	Remodeled

TEXAS EDUCATION AGENCY
Form C – Indoor Instructional Space Profile

Contact: Person contacted at campus/district
Surveyor: Person filling out forms
Reviewed by: Person checking for quality control
Survey Date: Date campus was surveyed

1. County - District Number: (Texas School Directory)

2. Campus Number: (Texas School Directory)

3. Action Code: 1 - Add
   2 - Change
   3 - Delete

4. Building Number: Assigned by professional if one does not exist

5. Room Number: Assigned by professional if one does not exist

   Room Suffix: Assigned by professional if one does not exist and if room is part of another room. Example: A, B, C, If no suffix enter "0".

6. Floor Level:
   0 - Basement
   1 - 1st Floor
   2 - 2nd Floor
   3 - 3rd Floor etc.

7. Room Square Footage:
   Calculated quantity

8. Intended Use:

010 - Classroom	230 - Drafting	610 - Storage
020 - Language Laboratory	240 - R.O.T.C.	620 - Workrooms
030 - Computer Laboratory	250 - Greenhouse	630 - Library
040 - Science Laboratory	260 - Agricultural	640 - Auditorium
050 - Special Education Classroom		645 - Stage
	310 - Band/Choral Room	650 - Toilet Room
110 - Welding Shop	320 - Practice Room	710 - Health Clinic
120 - Wood Shop		720 - Counselor's Office
130 - Automotive Shop	410 - Gymnasium	730 - Administrative Offices
140 - Cosmetology Lab	420 - Natatorium	740 - Lounge
150 - Health Care Lab	430 - Locker/Dressing Room	750 - Mechanical/Electrical
160 - Darkroom	440 - Weight Room	780 - Child/Day Care
170 - Video Studio	450 - Athletic Therapy	
180 - Other Vocational Shops/Labs		810 - Indoor Corridor
	510 - Kitchen	820 - Outdoor Corridor
210 - Art Room	520 - Cafeteria	
220 - Home Economics	530 - Cafetorium	900 - Other (note on Form E)

9. Floor Finish: (also see rating codes)
   0 - Exposed Structure (unfinished)
   1 - Vinyl Tile
   2 - Carpet
   3 - Wood
   4 - Terrazzo
   5 - Ceramic Tile
   6 - Quarry Tile
   7 - Sealed Concrete
   9 - Other (please comment on Form E)

11. Ceiling: (also see rating codes)
   0 - Exposed Structure
   1 - Acoustical Lay-in
   2 - Gypboard
   3 - Plaster
   4 - Wood
   5 - Metal
   6 - Acoustical Tile (glued, nailed)
   7 - Plywood
   9 - Other (please comment on Form E)

13. Room Condition: (see rating codes)

14. Lighting Adequacy: 0 - Inadequate
    1 - Adequate

15. Student Station (Fixed): (Qty: 00 - None)

16. Teacher Station (Fixed): (Qty: 0 - None)

17. Drinking Fountain: (Qty: 00 - None)

18. Toilet Fixtures: (Qty: 00 - None)

19. Sinks: (Qty: 00 - None)

20. Shower Heads: (Qty: 00 - None)

21. Exhaust Fans - Mechanical: 0 - None
    1 - Yes

22. Duplex Electrical Outlets: (Qty: 00 - None)

23. Cable Outlets: (Qty: 0 - None)

24. Phone Jacks: (Qty: 0 - None)

25. Gas Jets: (Qty: 00 - None)

26. & 27. Year built & year of last major renov.

0 - Not Applicable: To correspond with those items that have the code 0 - None.

1 - Poor: Highly deteriorated, requiring total replacement.

2 - Below Average: Moderately deteriorated, requiring partial replacement.

3 - Fair: Slightly deteriorated, with portions requiring minor repair/touch-up.

4 - Good: In good condition and requiring normal maintenance treatments.

Form D

TEXAS EDUCATION AGENCY

Educational Technology Profile

(See other side)

Division of Resource Planning

Contact: _____

Surveyor: _____

Reviewed By: _____

Survey Date

Month ☐☐ Day ☐☐ Year ☐☐☐☐

1. County - District Number	2. Campus Number	Campus Name	3. Action Code
☐☐☐ - ☐☐☐	☐☐☐		☐

A. Do you have a central computing facility (mainframe)? _____ Yes/No

If Yes,

	4. Qty	5. Brand	6. Model
Mainframes (List)	☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐☐☐☐☐
	☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐☐☐☐☐
Minis/Super Minis (List)	☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐☐☐☐☐
	☐☐	☐☐☐☐☐☐☐☐☐☐	☐☐☐☐☐☐

B. Do you have a dish receiver (distance learning)? _____ Yes/No — Qty Fixed — Qty Steerable

If yes, is it microwave? (ITFS) _____ Yes/No — 7. ☐ — 8. ☐

If not microwave, do you receive only? (TVRO) _____ Yes/No — 9. ☐ — 10. ☐

If not microwave, can you send and receive? (VSAT) _____ Yes/No — 11. ☐ — 12. ☐

If yes to VSAT, do you have student keypads? _____ Yes/No — 13. Quantity ☐☐☐

C. 14. Do you receive commercial cable? (CATV) ☐ 0 - No 1 - Yes

D. Do you have electronic networking capabilities between:

Campuses / Buildings	Districts & Outside Sources
15. Video ☐	17. Video ☐ 0 - No 1 - Yes
16. Data ☐	18. Data ☐ 0 - No 1 - Yes

E. Other Telecommunications Devices

19. Fax Machines ☐ 0 - No 1 - Yes

F. How many of each video device?

	Qty
20. Video Tape Recorders	☐☐☐
21. Video Cameras (hand held)	☐☐☐
22. Televisions - Non-projection	☐☐☐
23. Televisions - Projection	☐☐☐

G. How many of each peripheral are currently being used?

	Qty		Qty
24. Printers - Laser	☐☐☐	28. Bar Code Readers	☐☐☐
25. Printers - Other	☐☐☐	29. CD-ROM Players	☐☐☐
26. Plotters	☐☐☐	30. LCD Projectors	☐☐☐
27. Scanners	☐☐☐		

	Qty
31. Modems < 2400 baud	☐☐☐
32. Modems 2400 baud and >	☐☐☐
Laser/Videodisc Players with following capabilities:	Qty
33. Interfaced with Computers	☐☐☐
34. Not Interfaced with Computers	☐☐☐

H. How many microcomputers currently in use?

	Qty		Qty
35. Apple II Family	☐☐☐	38. OS2 Model 25	☐☐☐
36. Macintosh Family	☐☐☐	39. OS2 Model 30 & >	☐☐☐
37. MS DOS Family	☐☐☐	40. PC Jr.	☐☐☐

Others not included above:	Qty
41. Pre-1985 Models	☐☐☐
42. 1985 Models and Later	☐☐☐

BEST COPY AVAILABLE

Form D

TEXAS EDUCATION AGENCY

Educational Technology Profile

Division of Resource Planning

I. Do you have Integrated Learning Systems networking? 43. ☐ 0 - No 1 - Yes

44. If yes, How many workstations networked? ☐☐☐

Types of software being used:

45. Computer Curriculum Corporation	☐ 0 - No 1 - Yes	51. New Century Education	☐ 0 - No 1 - Yes
46. Computer Network Specialtists	☐ 0 - No 1 - Yes	52. Plato Education Services	☐ 0 - No 1 - Yes
47. Computer Systems Research	☐ 0 - No 1 - Yes	53. Unisys-Icon System	☐ 0 - No 1 - Yes
48. DEGEM	☐ 0 - No 1 - Yes	54. Wasatch Education Systems	☐ 0 - No 1 - Yes
49. Ideal Learning Corporation	☐ 0 - No 1 - Yes	55. Wicat Systems	☐ 0 - No 1 - Yes
50. Jostens Learning Corporation	☐ 0 - No 1 - Yes	56. Other ILS	☐ 0 - No 1 - Yes
		57. Other Non-ILS	☐ 0 - No 1 - Yes

3. Action Code:
   1 - Add
   2 - Change
   3 - Delete

Form E

TEXAS EDUCATION AGENCY

Comments

Division of Resource Planning

Survey Date: _____

County – District Number _____ - _____

Campus Name _____

Campus Number _____

Contact: _____

Surveyor: _____

Reviewed By: _____

Comments and Observations: _____

TEXAS EDUCATION AGENCY

Form E – Comments

Additional Comments and Observations:

Form X

TEXAS EDUCATION AGENCY

District Ancillary Buildings

Division of Resource Planning

Contact: _____

Survey Date:

Surveyor: _____

Month Day Year

Reviewed By: _____ Date: _____

1. County – District Number	2. Campus Number	3. Action Code
___ – ___	7 0 0	

4. Building Name
5. Street Address
6. City 7. Zip Code

8. Building Use 9. Gross Square Footage 10. Year Built/Renovated 11. Overall Condition 12. Building Number

4. Building Name
5. Street Address
6. City 7. Zip Code

8. Building Use 9. Gross Square Footage 10. Year Built/Renovated 11. Overall Condition 12. Building Number

4. Building Name
5. Street Address
6. City 7. Zip Code

8. Building Use 9. Gross Square Footage 10. Year Built/Renovated 11. Overall Condition 12. Building Number

Contact:	Person contacted at campus/district
Surveyor:	Person filling out forms
Reviewed by:	Person checking for quality control
Survey Date:	Date campus was surveyed

1. County - District Number: (see Texas School Directory)

2. Campus Number: 700 for all ancillary buildings

3. Action Code:
   - 1 - Add
   - 2 - Change
   - 3 - Delete

4. Building Name: Assigned by professional if one does not exist

5. Street Address: Physical street address of the building

8. Building Use:
   - 01 - Administration
   - 02 - Media
   - 03 - Warehouse
   - 04 - Bus Garage
   - 05 - Maintenance Shops
   - 06 - Tax Office
   - 07 - Instructional
   - 08 - Athletic
   - 50 - Vacated School
   - 99 - Other (please comment on Form E)

9. Gross Square Footage:

10. Year Built/Renovated:

11. Overall Condition: (see rating codes)

12. Building Number: Assigned by professional if one does not exist.

RATING CODES

0 – Not Applicable: To correspond with those items that have the code 0 – None.

1 – Poor: Highly deteriorated, requiring total replacement.

2 – Below Average: Moderately deteriorated, requiring partial replacement.

3 – Fair: Slightly deteriorated, with portions requiring minor repair/touch-up.

4 – Good: In good condition and requiring normal maintenance treatments.

Appendix B - Sample Pre-Visit Package

Pre-Visit Package

Texas Education Agency

B E T A Project

Building & Educational Technology Assessment

3DI, Inc.
BETA Project Management
1900 West Loop South
Suite 500
Houston, Texas 77027

(713) 871-7300

3DI Project No. P2001.00

Prepared: December 14, 1990

District Inventory Checklist

This is a checklist for information that should be completed for each campus and returned to the district liaison prior to the arrival of the survey team. Please see the attached description for details and instructions (items have been cross-referenced). Please reproduce this page and use for each campus.

District: _____

Campus: _____

Item	Description	Check
1	District/campus contacts with name, address and telephone number.	___
2	District map reflecting the location of all facilities to be inventoried.	___
3	Campus listing with ancillary facilities including names and addresses for the facilities and name of contact at that facility.	___
4	Site acreage, type of campus security, water source and type of sewage treatment for each campus.	___
5/6/7	Building floor plans of all campus buildings to be inventoried will be required.	___
8	Existing inventory information for each campus to be inventoried.	___

Information Requested from the School Districts

Various information must be gathered and assembled prior to the onsite inventory. This information should be returned to the data collection firm's district liaison a minimum of one week prior to the arrival of the data collection teams. This will allow the district liaison to transfer as much of the inventory information as possible on to forms before the team arrives. The information check list is as follows:

1. The name, title and phone number of the district contact that will meet with the data collection team upon their arrival to answer district level questions should be included.

2. A district map reflecting the locations of the above referenced facilities (with directions, if necessary) should be included. This will speed access and minimize district staff time spent giving directions when the teams arrive.

3. A listing of all campuses within the district, along with ancillary facilities which include administration buildings, tax offices, bus maintenance facilities, stadiums and any other non-instructional district operated facilities should be included. The names and addresses for the campuses and ancillary facilities along with the name of a contact (principal or other designated person) should also be included. This contact will interface with the data collection team to answer questions and provide additional information concerning problems that exist at the campus and should be prepared to answer questions regarding ancillary facilities and their use. This is also an opportunity for the school to discuss district and/or campus facility problems that concern them most that may not be identified on the inventory collection instruments.

4. Site acreage, campus security, water source and type of sewage treatment should also be documented for each campus within the district (*see Form A - Site/Outdoor Space Profile*). This information is requested because site boundaries and utility services are not always evident to surveyors.

5. Building floor plans of all campus buildings to be inventoried will be required. These floor plans should be, at a minimum, one-line diagrams reflecting all current rooms within the building. Each room will need to be assigned a room number no more than four digits in length. Pre-assigned room numbers will be used wherever available. If pre-assigned room numbers do not exist, the district should assign room numbers to all spaces prior to the arrival of the team. A sample building plan has been included in this package for guidance in the level of detail necessary for assigning room numbers.

6. Building age information should be reflected on the building floor plans. Information regarding building age will be collected about every building within the campus. This information must be collected for every room within every building to account for any new wings that may have been added since the original building was constructed. Both original year of construction and year of last major renovation must be collected for every room within each building. This information should be noted on the building plan as discussed above. The attached sample building plan reflects the format for documenting building age by room. Appropriate construction dates are satisfactory if specific records do not exist.

7. Building numbers should be assigned for each campus and ancillary building. In the event that building numbers do not already exist, the district should assign numbers to every building within each campus and for each ancillary facility. This information should also appear on the building floor plans (see sample building floor plan). Portable or temporary buildings should be numbered consecutively for each campus. The campus name, campus

number and county-district number should also appear on all building plans for reference purposes.

8. All existing information available concerning existing inventories for each campus should be forwarded to the district liaison. The information would include:

   - Fixed Asset Inventory: The fixed asset inventory will serve as a starting point for collecting technology information. The fixed asset inventory should include PC's, printers/peripherals and any other information as described on *Form D - Educational Technology Profile*.
   - Roofing Surveys: This information will aid the inventory team in evaluating the current condition of roofing systems for each building within a campus. This information may also exist as part of the asbestos survey previously completed for each campus.
   - Mechanical/Electrical Equipment Studies: This information will aid the inventory team in the evaluation of existing mechanical and electrical systems for each campus.

9. Information that should be available to the data collection team at the time of the inventory, but does not necessarily need to be sent to the district liaison ahead of time, is as follows:

   - Assignment of available students to participate in the inventory. Method of payment and transportation for the students should also be determined prior to the arrival of the data collection team.
   - A designated maintenance contact at each campus for providing access into all campus facilities and who will be responsible for securing the facilities once the inventory is complete. Access into all areas of the campus will be necessary for a complete and comprehensive inventory.
   - Access to an extension ladder to allow the professionals access to roof areas.
   - Emergency contacts and phone numbers in the event that assistance is needed.

Educational Adequacy Questionnaire

The following questions are intended to provide the principal and staff at each campus an opportunity to describe the adequacy of the facilities for the educational program provided. The information will be gathered by the survey team at the time of the site visit and will be used as part of the analysis leading to the development of standards. It will not be used for any other purpose.

THIS QUESTIONNAIRE IS STRICTLY VOLUNTARY!

PRINCIPAL OR DESIGNEE ONLY:

Campus: _____

1. Are there any desirable educational programs that cannot be currently implemented due to facility inadequacies? If yes, briefly explain facility limitations.

2. Are there any areas of particular concern about your facility which inhibit the delivery of current programs? If yes, briefly explain facility limitations.

3. What aspect of your facility contributes the most success to your educational programs?

Educational Adequacy Questionnaire (Con't)

4. At your facility, is there currently an asbestos abatement plan being followed?

_____
_____
_____

5. At your facility, has the drinking water been tested for lead?

_____
_____
_____

6. At your facility, has there been an energy management study completed in the last five years?

_____
_____
_____

Educational Adequacy Questionnaire

The following question is intended to provide the principal, teachers, administrative personnel and other designated staff at each campus an opportunity to describe the adequacy of their facilities for the educational program provided. Upon completion of the questionnaire, please indicate your staff category and return the form to the principal at your respective campus. The information will be gathered by the survey team at the time of the site visit and will be used as part of the analysis leading to the development of standards. It will not be used for any other purpose.

PRINCIPAL AND OTHER PROFESSIONAL STAFF:

Campus: _____

If you had a choice of two improvements to be made at your campus or in your assigned teaching rooms, what would they be?

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Please indicate your staff category:

Teacher ____
Administrative ____
Other ____

Sample Building Floor Plan

Description of Methodology

DESCRIPTION OF METHODOLOGY

Project Overview

Responsibility for the Building & Educational Technology Assessment, or BETA project, as required by Senate Bills 1019 and 650, rests with the Texas Education Agency. The Deputy Commissioner for Research and Development has assigned responsibility for the project to the Division of Resource Planning.

It is important that the objective of the project and the methodology for its execution be understood at the school district and campus level before the data collection consultants begin scheduling inventory dates. This intent of this summary is to explain the nature of the inventory and the required involvement at the district and campus level. A variety of other methods are planned to explain the project, including broadcasts on the TI/IN network and articles in the general press and education publications such as: TASB Newsletter, TASA, TEA Research Brief, CEFP, NEA, TASBO, TESPA.

BETA Project Staff

Key BETA project staff are:

- Lynn Moak - Deputy Commissioner for Research and Development of TEA/*Director of the BETA project.*
- Joe Wisnoski - Director of Resource Planning/*Operational level authority for TEA decisions*
- Debra Haas - Project Administrator/*Responsible for the day to day project operations*
- Mark Brand, 3D/I - Project Manager/*Responsible for overall project management organization and leadership*

Responsibilities

TEA has specific responsibility for the following:

- approval of all contractual issues related to the consultants
- approval of project methodology
- definition of facility and technology elements to be inventoried
- selection of campuses for field testing the collection instruments
- selection of school districts for a Legislative Preview Report to be completed in January 1991
- definition of database features
- initial communication with districts regarding the project
- analysis of inventory information and preparation of reports

Data collection consultants will be contracted for the planning and execution of the facility and educational technology inventories. Their specific responsibilities will include:

- scheduling inventory dates
- coordinating the collection of information stemming from the pre-visit package
- training student teams
- performing the physical inventory
- providing professional assessment of inventory items requiring subjective judgement
- completing all inventory forms

It is not anticipated at this time that ESC Regional staff will be significantly involved in the BETA project. However, the use of Regional offices will be investigated for central meeting locations, video teleconferencing and training.

Methodology

Data Collection

The methodology for data collection includes the use of high school students to assist data collection consultants with the inventory of facilities and educational technology at each campus across the state. Students will be trained by the professionals and used for measuring, counting and collecting non-subjective inventory information. The collection consultant will be responsible for collecting and assessing information on the types and conditions of designated building systems and for training and supervising the student teams.

Project Management

A project management consultant, 3D/I, has been retained to serve as an extension of TEA's staff to manage and coordinate the data collection effort and the development of an mainframe automated support system that will store and maintain the data. 3D/I is also responsible for the development of the project methodology, schedules, budgets and RFPs for hiring the other consultants.

Phasing of the Work

Legislative Preview Report Phase

The data collection effort will be divided into a Legislative Preview Report phase and a Final Report phase. The purpose of the Legislative Preview Report is two-fold:

- provide a preliminary indication of facility inequity problems
- demonstrate the effectiveness of the methodology

The Legislative Preview inventories will be conducted in January 1991. A group of 82 representative school districts with a concentration on poor and rapid growth districts have been selected for the initial effort. A location factor was also a considered in the selection to expedite the collection by minimizing excessive travel.

After the data collection consultants inventory the campuses, TEA will analyze the data and prepare the Legislative Report.

Final Report Phase

The Final Report Phase will include the approximately 1,000 remaining school districts. Data collection must be completed by August 31, 1991. The data collection firms will be responsible for developing detailed schedules of their work and for reporting progress and submitting data on a semi-monthly basis.

Facilities to be Inventoried

Selection of Facilities to Inventory

All Texas public school districts with the exception of TDC educational programs and other TEA designated programs will be inventoried. The basic criteria for determining which facilities within a district are to be inventoried is that the facility be in use at the time of the inventory or planned for use in the next school session in the case of districts inventoried during school holidays. The following types of facilities will not be inventoried:

- vacated and not currently in use
- residential facilities
- short term leases (less than 40 years)
- being designed or under construction
- educational technology identified for purchase or awaiting delivery
- non educational related facilities owned by school districts (such as residential property obtained through foreclosure for nonpayment of taxes).

The criteria for selecting the facility and technology elements to be inventoried was based on the value of that information in assessing the equity of educational facilities throughout the state.

Classroom capacity, both student and teacher stations, will be recorded only for specialized spaces with permanent stations (such as laboratories and welding shops). Because of the flexibility to change seating, no attempt will be made to record number of students in normal classrooms.

Ancillary Facilities

Ancillary facilities such as administrative office buildings, tax offices, bus maintenance facilities, stadiums and any district operated buildings not dedicated for instructional purposes will not be inventoried in detail. Only the type of facility, gross square footage, date of construction and general condition information will be included in the database. Room level facility data will not be collected. However, educational technology items will be inventoried if they are located in ancillary facilities.

Inventory Schedule of Events

Data collection firms will contact each district within their contract region to identify the district or campus point of contact for the inventory and to arrange the inventory date. Prior to the inventory, the a pre-visit package will be sent to the district requesting information needed by the teams. Districts will not be requested to complete extensive forms or perform inventories before the inventory team arrives.

On the day the inventory begins, the inventory team will report to the point of contact identified by the district. The inventory process will have three primary parts:

- interview with point of contact to gather general information requested in pre-visit package and to discusss facility problems
- inspection of building systems by collection consultants to assess the condition of the facilities
- physical inventory of facilities and educational technology by the student teams under the direction of the collection consultant.

It is anticipated that the interview and the assessment of building systems will occur while classes are in session. The physical inventory will be conducted after the normal school day, on weekends or during school holidays. All activities will be scheduled to minimize interruptions to normal school activities.

Appendix C - Glossary of Terms

Alternate Campus - A smaller campus located at the same address as a primary campus (i.e.- magnet schools, special education facilities, night school, etc).

Ancillary Buildings (Facilities) - Buildings that are "district" owned, not belonging or assigned to a specific campus. This can include administration building, tax office, bus and maintenance facilities, district stadiums, etc.

Blackout Days - Days where the data collection team cannot perform the inventory activities. This can be due to holidays, exam days, school closings, etc. This information will be provided by districts and given to the district liaison prior to scheduling.

Building Plan - Floor plan of each school building to be surveyed provided by the school district. The building plan will show all rooms with room numbers assigned, year of construction and renovation of each building or portions thereof.

Data Collection Instrument - A set of forms to be filled out for every campus, will include forms A, B1, B2, B3, C, D, E and X for the ancillary facilities.

District Liaison - Individual with the data collection firm responsible for direct coordination of the inventory effort with each school district, schedules the work and gathers and distributes all information to collection teams and to 3DI.

District Map - Area road map locating all campuses and ancillary facilities.

Fixed Asset Inventory - A listing of equipment (fixed asset) owned by the district to be used by the data collection teams in the technology inventory effort. This inventory list should be sorted by campus if possible.

I9 Form - Form to be filled out by the students if the school chooses that the students should be paid individually. It is the responsibility of the data collection team to collect this form.

Pre-Visit Package - Package sent to the districts several weeks prior to the data collection team arriving explaining the inventory process and asking for information to assist the collection firms in the inventory collection effort.

Primary Campus - The most predominant campus on a site when two or more campuses are sharing an address. If two campuses are of equal size, the primary campus is the one housing the highest grade level.

Sub-district - Larger districts should be divided into sub-districts by the data collection firms to provide managablility in scheduling, data collection efforts, deliverables, and pay schedules.

W4 Form - Form to be filled out by the students if the school chooses that the students should be paid individually. It is the responsibility of the data collection team to collect this form.

Appendix D - Intended Room Use Codes

010 **Classroom:** An instructional space requiring no special design or equipment other than chalkboards. Used for housing general programs such as language arts, social studies, mathematics, etc.

020 **Language Laboratory:** An instructional area designed for and furnished with specialized equipment to serve the needs for language labs, reading labs, etc.

030 **Computer Laboratory:** An instructional area designed for and furnished with computers to serve the needs for computer instruction.

040 **Science Laboratory:** An instructional area designed for and provided with special built-in equipment for student participation in learning activities involving scientific experimentation. Examples are chemistry, biology and physics laboratories.

050 **Special Education Classroom:** A special classroom designed to accommodate classes organized for the particular purpose of providing instruction to exceptional students according to specific needs.

110 **Welding Shop:** An instructional area designed for or provided with special built-in equipment for student participation in the vocational learning of welding.

120 **Wood Shop:** An instructional area designed for or provided with special built-in equipment for student participation in the vocational learning of woodworking.

130 **Automotive Shop:** An instructional area designed for or provided with special built-in equipment for student participation in the vocational learning of automotive or mechanics.

140 **Cosmetology Lab:** An instructional area designed for or provided with special built-in equipment for student participation in the vocational learning of cosmetology.

150 **Health Care Lab:** An instructional area designed for or provided with special built-in equipment for student participation in the vocational learning of health care.

160 **Darkroom:** An instructional and/or functional area designed for and provided with special built-in equipment for the purpose of student participation in vocational usage and learning of film development.

Appendix D - Intended Room Use Codes

170 **Video Studio:** An instructional and/or functional area designed for and provided with special equipment for the purpose of student participation in vocational usage and learning of video production.

180 **Other Vocational Shops/Labs:** Other instructional and/or functional area designed for and provided with special equipment for the purpose of vocational learning. Enter on Form E the type of vocational instruction for which the room has been designed.

210 **Art Room:** An instructional area designed for or provided with special built-in equipment for some specific type of learning activity related to art.

220 **Home Economics:** An instructional area designed and equipped for a variety of learning activities concerned with orientation and exploration of home economics related occupations.

230 **Drafting:** An instructional area designed and equipped for the vocational instruction of drafting activities.

240 **R.O.T.C.:** An area designed or adapted for housing a group of students engaged in R.O.T.C. activities.

250 **Greenhouse:** An area designed and equipped for the purpose of student participation in a variety of learning activities concerned with plant life.

260 **Agricultural:** An area designed for or adapted and equipped for the purpose of student participation in a variety of agricultural activities.

310 **Band/Choral Room:** An instructional area designed or provided with special built-in equipment for the learning activities involving choral and instrumental music.

320 **Practice Room:** An area designed and equipped for student usage in the activity of music rehearsal. Usually a small, sound-proofed room.

410 **Gymnasium:** An instructional area designed or adapted specifically for physical education activities.

420 **Natatorium:** An indoor swimming pool.

430 **Locker/Dressing Room:** An area designed specifically for dressing and showering usually adjacent to the gymnasium.

440 **Weight Room:** An area designed and equipped specifically for the activity of weight training.

Appendix D - Intended Room Use Codes

450 **Athletic Therapy:** An area designed or adapted specifically for the use of athletic therapeutic training.

510 **Kitchen:** A non-instructional area designed and equipped for preparing meals for, or serving meals to, the student body.

520 **Cafeteria:** A non-instructional area designed for the consumption of meals.

530 **Cafetorium:** A area designed for the combined functions that might normally be served by a separate cafeteria and a separate auditorium.

610 **Storage:** An area designed and equipped to serve for the storage of materials.

620 **Workrooms:** An area designed or adapted specifically for the usage by teachers or students as a work area. Activities may include copying, binding, punching, reproduction, etc.

630 **Library:** An area specifically designed for or adapted as place for study, reading, and the custody, circulation, and administration of a collection of books, manuscripts, and periodicals kept for the use of the student body.

640 **Auditorium:** An area designed and constructed with a sloping floor or fixed seating for use as an assembly center.

645 **Stage:** An area designed and constructed as a raised platform for performances and lectures to an assembly of people.

650 **Toilet Room:** An area specifically designed with toilets and sinks.

710 **Health Clinic:** An area specifically designed or adapted for the school nurse.

720 **Counselor's Office:** An administrative area specifically assigned to the school's counselors.

730 **Administrative Offices:** An area designed for housing the administrative staff and offices for same.

740 **Lounge:** An area designed or specifically adapted for the purpose of a teachers' or students' lounge area.

750 **Mechanical/Electrical:** Furnace, pump, fan, generator, transformer, and similar mechanical and electrical service rooms.

Appendix D - Intended Room Use Codes

780 **Child/Day Care:** An area designed or specifically adapted for the purpose of providing child care services for children of students and teachers.

810 **Indoor Corridor:** An area within a building designed for circulation and access between classrooms. The area may often house student lockers and drinking fountains.

820 **Outdoor Corridor:** An area outside and adjacent to a building that is designed for circulation and access between classrooms. It may often house student lockers and drinking fountains.

900 **Other:** Only to be used as a last resort if an area cannot be identified in any of the above categories. In the event that "900" is used, Form E must be filled out describing the type of space categorized as "other".

Appendix E - Sample Progress Reporting System

DATA COLLECTION PROGRESS REPORT

MANAGEMENT REGION A		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		Actual	%	%
COUNTY / ESC / DISTRICTS	Camp	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	To Date	+/-	Comp
Jim Hogg 1																				
Jim Hogg County ISD	3																			
County Total	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Hidalgo 1																				
Donna ISD	19																			
Progreso ISD	3																			
Sharyland ISD	4																			
La Joya ISD	9																			
Weslaco ISD	11																			
La Villa ISD	2																			
Monte Alto ISD	1																			
Valley View ISD	3																			
County Total	52	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Willacy 1																				
Lasara ISD	1																			
Lyford ISD	5																			
Raymondville ISD	5																			
San Perlita ISD	1																			
County Total	12	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Cameron 1																				
Brownsville ISD	39																			
Harlingen ISD	21																			
La Feria ISD	5																			
Los Fresnos CISD	6																			
Point Isabel ISD	4																			
Rio Hondo ISD	3																			
San Benito CISD	15																			
Santa Maria ISD	1																			
Santa Rosa ISD	3																			
South Texas ISD	3																			
County Total	100	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Starr 1																				
Rio Grande City ISD	10																			
San Isidro ISD	2																			
Roma ISD	6																			
County Total	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%

DATA COLLECTION PROGRESS REPORT

MANAGEMENT REGION A		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		Actual	%	%
COUNTY / ESC / DISTRICTS	Camp	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	To Date	+/-	Comp
Webb 1																				
Laredo ISD	28																			
Mirando City ISD	2																			
United ISD	22																			
Mercedes ISD	7																			
Mission CISD	14																			
Pharr-San Juan Alamo ISD	17																			
Edcouch-Elsa ISD	6																			
Edinburg ISD	24																			
Hidalgo ISD	4																			
McAllen ISD	22																			
Webb CISD	3																			
County Total	149	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Zapata 1																				
Zapata ISD	6																			
County Total	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Aransas 2																				
Aransas County ISD	5																			
County Total	5	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Bee 2																				
Beeville ISD	7																			
Pawnee ISD	1																			
Pettus ISD	2																			
Skidmore-Tynan ISD	3																			
County Total	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Brooks 2																				
Brooks ISD	5																			
Ramirez CSD	1																			
County Total	6	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Duval 2																				
Benavides ISD	4																			
San Diego ISD	4																			
Freer ISD	3																			
County Total	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Jim Wells 2																				
Alice ISD	11																			

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DATA COLLECTION PROGRESS REPORT

MANAGEMENT REGION A		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		Actual	%	%
COUNTY / ESC / DISTRICTS	Camp	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	To Date	+/-	Comp
Ben Bolt-Palito Blanco ISD	3																			
Orange Grove ISD	4																			
Premont ISD	4																			
La Gloria ISD	1																			
County Total	23	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Kenedy 2																				
Kenedy County Wide CSD	2																			
County Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Kleberg 2																				
Kingsville ISD	11																			
Ricardo ISD	1																			
Riviera ISD	3																			
Santa Gertrudis ISD	1																			
Laureles ISD	1																			
County Total	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Live Oak 2																				
George West ISD	4																			
Three Rivers ISD	3																			
County Total	7	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
McMullen 2																				
McMullen County ISD	1																			
Corpus Christi State School	1																			
County Total	2	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Nueces 2																				
Agua Dulce ISD	•2																			
Bishop CISD	4																			
Calallen ISD	6																			
Corpus Christi ISD	64																			
Driscoll ISD	1																			
London ISD	1																			
Port Aransas ISD	3																			
Robstown ISD	8																			
Santa Cruz ISD	1																			
Tuloso-Midway ISD	5																			
Banquette ISD	3																			
Flour Bluff ISD	5																			

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DATA COLLECTION PROGRESS REPORT

MANAGEMENT REGION A		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		Actual	%	%
COUNTY / ESC / DISTRICTS	Camp	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	To Date	+/-	Comp
West Oso ISD	5																			
County Total	108	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
San Patricio 2																				
Aransas Pass ISD	5																			
Gregory-Portland ISD	6																			
Ingleside ISD	5																			
Mathis ISD	4																			
Odem-Edroy ISD	3																			
Sinton ISD	5																			
Taft ISD	4																			
County Total	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Calhoun 3																				
Calhoun County ISD	13																			
County Total	13	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Colorado 3																				
Columbus ISD	3																			
Rice CISD	5																			
Weimer ISD	3																			
County Total	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
DeWitt 3																				
Cuero ISD	6																			
Nordheim ISD	1																			
Yoakum ISD	5																			
Yorktown ISD	3																			
Westhoff ISD	1																			
Meyersville ISD	1																			
County Total	17	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Goliad 3																				
Goliad ISD	3																			
County Total	3	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Jackson 3																				
Edna ISD	4																			
Ganado ISD	2																			
Industrial ISD	5																			
Karnes City ISD	3																			
Kenedy ISD	3																			

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DATA COLLECTION PROGRESS REPORT

MANAGEMENT REGION A		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		Actual	%	%
COUNTY / ESC / DISTRICTS	Camp	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	To Date	+/-	Comp
Runge ISD	2																			
County Total	19	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Karnes 3																				
Falls City ISD	2																			
Hallettsville ISD	3																			
Moulton ISD	2																			
Shiner ISD	2																			
Vysehrad ISD	1																			
Sweet Home ISD	1																			
County Total	11	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Lavaca 3																				
Ezzell ISD	1																			
County Total	1	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Matagorda 3																				
Bay City ISD	8																			
Tidehaven ISD	4																			
Matagorda ISD	1																			
Palacios ISD	4																			
Van Vleck ISD	4																			
County Total	21	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Refugio 3																				
Austwell-Tivoli ISD	3																			
Woodsboro ISD	3																			
Refugio ISD	3																			
County Total	9	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Victoria 3																				
Bloomington ISD	4																			
Victoria ISD	26																			
McFaddin ISD	1																			
Nursery ISD	1																			
County Total	32	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
Wharton 3																				
Boling ISD	3																			
East Bernard ISD	3																			
El Campo ISD	6																			
Wharton ISD	5																			

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DATA COLLECTION PROGRESS REPORT

MANAGEMENT REGION A		JANUARY		FEBRUARY		MARCH		APRIL		MAY		JUNE		JULY		AUGUST		Actual	%	%
COUNTY / ESC / DISTRICTS	Camp	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	Sched	Actual	To Date	+/-	Comp
Louise ISD	1																			
County Total	18	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0			
TOTALS FOR REGION A	721	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%
		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0		0%

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Appendix F - Field Test Results

Form A

TEXAS EDUCATION AGENCY

Site / Outdoor Area Profile

Division of Resource Planning

Contact: PRESLEY

Surveyor: BROOKS

Survey Date: Month 11 Day 14 Year 1990

Reviewed By: Anderson Date: 12-12-90

1. County – District Number	2. Campus Number	3. Action Code	4. Other Campuses Sharing this Site
105 - 906	001	1	

5. District Name: HAYS CISD

6. Campus Name: HAYS HIGH

7. Street Address: RT 2 BOX 20 FM 2770

8. City: BUDA 9. Zip Code: 78610

10. Total Acreage	11. Campus Layout	12. Water Source	13. Sewage Treatment
0416	2	2	3

14. Site Drainage	15. Site Fencing	16. Campus Security
1	1	0

17. Access Between Buildings	18. % of Access that Is Covered
1	000

19 Parking Lot Surface	20 Adequate Spaces	21 Lighted
2	1	0

22. Outdoor Area	23. Surface	24. Rating	25. Covered	26. Lighted	27. Seating Capacity	28. Rating
12	2	4	0	1	3950	3
03	2	4	0	1	—	—
04	2	4	0	0	—	—
06	1	4	0	0	—	—

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Form B1

TEXAS EDUCATION AGENCY

Architectural/Structural System Profile

Division of Resource Planning

Contact: Presley

Surveyor: Brooks

Survey Date: 11 (Month) 14 (Day) 1990 (Year)

Reviewed By: Anderson Date: 12-12-90

1. County – District Number: 105 - 906

2. Campus Number: 001

Campus Name (please print legibly): Hays High School

3. Action Code	4. Building Description	5. Building Number	6. Relocatable	7. Status	8. Permanent	9. Rating	10. Portable	11. Rating	12. Exit Facility	13. Rating	14. Window Operation	15. Window Type	16. Rating	17. Roof Deck	18. Roof Membrane	19. Rating	20. Coverings	21. Rating	22. Modified Age
1	CLASSROOM	0009	0	1	4	4	1	4	2	4	2	1	4	1	1	1	0	0	1
1	CLASSROOM	0010	0	1	4	4	1	4	2	4	2	1	4	1	1	1	0	0	1
1	CLASSROOM	0006	0	1	4	4	1	4	2	4	2	1	4	1	1	4	0	0	1
1	GYMNASIUM	0007	0	1	4	4	1	4	2	4	0	0	0	1	1	4	0	0	1
1	LIBRARY	0008	0	1	4	4	1	4	2	4	2	1	4	1	1	1	0	0	1
1	MULTIPURPOSE	0002	0	1	4	4	1	4	1	4	2	1	4	1	1	1	0	0	1
1	BAND/CHOIR	0003	0	2	4	4	1	4	1	4	2	1	4	1	1	1	0	0	1
1	VOCATIONAL	0012	0	1	4	4	1	4	5	3	2	1	3	2	3	3	0	0	1
1	FIELD HOUSE	0011	0	1	4	3	1	4	2	3	2	1	4	2	3	3	0	0	1
1	SOUTH	0001	0	1	4	4	1	4	2	3	2	1	4	2	1	3	0	0	1
1	SPEECH	0004	0	1	4	4	1	4	2	4	1	1	4	2	1	3	0	0	1
1	THEATER	0005	0	1	4	3	1	4	2	4	1	1	4	1	1	4	0	0	1

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Form B2

TEXAS EDUCATION AGENCY

M/E/P Systems Profile

Division of Resource Planning

Contact: Presley

Surveyor: Aurich

Survey Date: Month 11 Day 14 Year 1990

Reviewed By: Anderson Date: 12-12-90

1. County – District Number	2. Campus Number	Campus Name (please print legibly)
105 - 906	001	Hays H.S.

3. Area Code	Building Description (print legibly)	4. Building Number	5. Floor Levels	6. Hood Modules	7. Hood Distrib	8. Ratings	9. Cooling Load	10. Ratings	11. Light Load	12. Ratings	13. Emergency Lt	14. Intercom	15. Fire Alarm	16. Fire Protect	17. Priority Rank
1	Classroom	0009	3	1	2	4	4	4	2	4	0	2	0	1	0
1	Classroom	0010	3	1	2	4	4	4	2	4	0	2	0	1	0
1	Classroom	0006	3	1	2	4	4	4	3	4	0	2	0	1	4
1	Gymnasium	0007	3	1	1	4	4	4	3	4	1	2	0	1	4
1	Library	0008	3	1	1	4	4	4	2	4	0	2	0	1	4
1	Multipurpose	0002	3	1	1	4	4	4	3	4	1	2	2	1	4
1	Band/Choir	0003	3	1	2	4	4	4	2	4	1	2	2	1	4
1	Vocational	0012	3	1	2	4	4	4	2	4	1	2	0	1	4
1	Field House	0011	3	1	1	4	4	4	2	4	1	2	0	1	4
1	South	0001	3	1	2	4	4	4	3	4	1	2	0	1	4
1	Speech	0004	2	1	1	4	2	4	2	4	0	2	0	1	0
1	Theater	0005	2	1	1	4	2	4	3	4	1	2	0	1	4

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Form B3

TEXAS EDUCATION AGENCY

Alternate Campuses at Buildings

Division of Resource Planning

Survey Date: Month 11 Day 14 Year 1990

Contact: Presley

Surveyor: Anderson

Reviewed By: Anderson Date: 12-12-90

1. County – District Number	2. Primary Campus No.	Campus Name (please print legibly)
105 - 906	001	Hays HS

3. Action Code	Building Description (print legibly)	4. Building Number	5. Other Campus Number	6. Other Campus Number	7. Other Campus Number	8. Other Campus Number	9. Other Campus Number
1	Classroom	009					
1	Classroom	010					
1	Classroom	006					
1	Gymnasium	007					
1	Library	008					
1	Multipurpose	002					
1	Band/Choir	003					
1	Vocational	012					
1	Field House	011					
1	South	001					
1	Speech	004					
1	Theater	005					

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Form C

TEXAS EDUCATION AGENCY

Indoor Instructional Space Profile

Division of Resource Planning

Contact: Presley

Surveyor: Brooks

Reviewed By: Anderson Date: 12-12-90

Survey Date: Month 11 Day 19 Year 1990

1. County – District Number: 105 - 906

2. Campus Number: 001

Campus Name (please print legibly): Hays HS

Building Name (s): Gym, Multipurpose, Band Hall

Action Code	4. Building Number	5. Room Number	6. Floor Level	7. Room Area (SF)	8. Intended Use	9. Floor Finish	10. Ratio	11. Ceiling	12. Ratio	13. Room Condition	14. Lighting Adeq.	15. Student Station (Desk)	16. Toilet Bldg.	17. Drinking Fountain	18. Toilet Fixtures	19. Sinks	20. Showers	21. Exhaust Fans	22. Elect. Outlets (Duplex)	23. Phone Jacks	24. Gas Jets	25. Year Constructed	26. Year Remodeled	27.
I	0007	310 B	1	327	430	7	3	0	3	3	1	+	-	+	+	+	+	-	01	-	-	+	1968	+
I	0007	310 C	1	132	430	7	3	0	3	3	1	+	-	+	+	+	+	-	+	-	-	+	1968	+
I	0007	310 D	1	208	430	5	3	0	3	3	1	+	-	-	+	+	16	-	+	-	-	+	1968	+
I	0007	311 A	1	246	650	5	3	1	3	3	1	+	-	+	09	04	+	-	+	-	-	+	1968	+
I	0002	MP07 B	1	167	430	1	4	1	4	4	1	-	-	-	+	+	+	-	03	-	-	+	1983	+
I	0002	MP07 C	1	28	650	1	4	1	4	4	1	+	-	+	01	01	01	-	+	-	-	+	1983	+
I	0002	MP07 D	1	28	650	1	4	1	4	4	1	+	-	-	01	01	01	-	-	-	-	+	1983	+
I	0002	MP07 F	1	215	610	7	4	1	4	4	1	+	-	-	+	-	-	-	02	-	-	+	1983	+
I	0002	MP07 A	1	208	610	7	4	1	4	4	1	+	-	+	+	+	+	-	+	-	-	+	1983	+
I	0002	MP07 E	1	175	610	7	4	1	4	4	1	+	-	+	+	-	-	-	01	-	-	+	1983	+
I	0002	MP07	1	1043	645	3	4	1	4	4	1	-	-	-	+	+	+	-	08	-	-	+	1983	+
I	0003	BH30	2	37	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH31	2	37	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH32	2	37	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH33	2	37	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH34	2	37	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH35	2	37	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH36	2	47	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH37	2	47	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+
I	0003	BH38	2	46	320	2	4	5	4	4	1	+	-	+	+	+	+	-	02	-	-	+	1987	+

Form D

TEXAS EDUCATION AGENCY

Educational Technology Profile

Page 1 of 2

(See other side)

Division of Resource Planning

Contact: Presley

Surveyor: Edwards

Reviewed By: Anderson

Survey Date

Month 11 Day 19 Year 1990

1. County - District Number	2. Campus Number	Campus Name	3. Action Code
105-906	001	Hays HS	1

A. Do you have a central computing facility (mainframe)? No (Yes/No)

If Yes,	4. Qty	5. Brand	6. Model
Mainframes (List)			
Minis/Super Minis (List)			

B. Do you have a dish receiver (distance learning)? Yes (Yes/No)

		Qty Fixed	Qty Steerable
If yes, is it microwave? (ITFS)	No (Yes/No)	7.	8.
If not microwave, do you receive only? (TVRO)	Yes (Yes/No)	9.	10. 1
If not microwave, can you send and receive? (VSAT)	No (Yes/No)	11.	12.
If yes to VSAT, do you have student keypads?	No (Yes/No)	13. Quantity	

C. 14. Do you receive commercial cable? (CATV) 1 (0 - No 1 - Yes)

D. Do you have electronic networking capabilities between:

Campuses / Buildings		Districts & Outside Sources	
15. Video	0	17. Video	0 (0 - No 1 - Yes)
16. Data	1	18. Data	0 (0 - No 1 - Yes)

E. Other Telecommunications Devices

19. Fax Machines 0 (0 - No 1 - Yes)

F. How many of each video device?

	Qty
20. Video Tape Recorders	007
21. Video Cameras (hand held)	005
22. Televisions - Non-projection	012
23. Televisions - Projection	001

G. How many of each peripheral are currently being used?

	Qty		Qty
24. Printers - Laser	015	28. Bar Code Readers	
25. Printers - Other	001	29. CD-ROM Players	
26. Plotters		30. LCD Projectors	
27. Scanners			

	Qty
31. Modems < 2400 baud	
32. Modems 2400 baud and >	
Laser Videodisc Players with following capabilities:	Qty
33. Interfaced with Computers (see chart other side)	
34. Not Interfaced with Computers (see chart)	

H. How many microcomputers currently in use?

	Qty		Qty
35. Apple II Family	040	38. OS2 Model 25	000
36. Macintosh Family		39. OS2 Model 30 & >	
37. MS DOS Family	026	40. PC Jr.	
Others not included above:			Qty
41. Pre-1985 Models			
42. 1985 Models and Later			000

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Form D

TEXAS EDUCATION AGENCY

Educational Technology Profile

Division of Resource Planning

Survey Date: 11-19-90

Surveyor: Edwards

County - District Number	Campus Number	Campus Name
105 - 906	021	Hays HS

I. Do you have Integrated Learning Systems networking? 43. [0] 0 - No 1 - Yes

44. If yes, How many workstations networked? [ ]

Types of software being used:

45. Computer Curriculum Corporation	[1] 0 - No 1 - Yes	51. New Century Education	[1] 0 - No 1 - Yes
46. Computer Network Specialtists	[1] 0 - No 1 - Yes	52. Plato Education Services	[1] 0 - No 1 - Yes
47. Computer Systems Research	[1] 0 - No 1 - Yes	53. Unisys-Icon System	[1] 0 - No 1 - Yes
48. DEGEM	[1] 0 - No 1 - Yes	54. Wasatch Education Systems	[1] 0 - No 1 - Yes
49. Ideal Learning Corporation	[1] 0 - No 1 - Yes	55. Wicat Systems	[1] 0 - No 1 - Yes
50. Jostens Learning Corporation	[1] 0 - No 1 - Yes	56. Other ILS	[1] 0 - No 1 - Yes
		57. Other Non-ILS	[1] 0 - No 1 - Yes

3. Action Code:
   1 - Add
   2 - Change
   3 - Delete

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Form E

TEXAS EDUCATION AGENCY

Comments

Division of Resource Planning

Contact: PRESLEY

Surveyor: FRANKS

Reviewed By: ANDERSON

Survey Date:

11 Month 14 Day 1990 Year

1. County – District Number	2. Campus Number
105 - 906	001

Comments and Observations: Bldgs #6, 7, 8, 9 & 10 have painted clay tile for exterior walls. Building #8 also has exterior walls of stucco over masonry. Band Hall - #3 has brick veneer at 1st floor and vertical metal siding at 2nd floor. Roofing on Theater Bldg #5 is a single ply rubber.

All practice rooms in Band Hall - #3 have acoustical metal panels for the ceilings.

In classroom Bldg #6 - Room 209 is a vending machine area

Bldg #1 South Campus - Room 32 is a Dance Room.

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Form X

TEXAS EDUCATION AGENCY

District Ancillary Buildings

Division of Resource Planning

Contact: Graham

Surveyor: Anderson

Survey Date: 11 (Month) 14 (Day) 1990 (Year)

Reviewed By: Anderson Date: 12-11-90

1. County – District Number	2. Campus Number	3. Action Code
105 - 906	700	1

4. Building Name	DISTRICT BUS BLDG
5. Street Address	RT 2 BOX 20 FM 2770
6. City	BUDA
7. Zip Code	78610

8. Building Use	9. Gross Square Footage	10. Year Built/Renovated	11. Overall Condition	12. Building Number
04	+ 5000	1982	4	004

4. Building Name	SPECIAL EDUCATION OFFICES
5. Street Address	207 SLEDGE
6. City	KYLE
7. Zip Code	78640

8. Building Use	9. Gross Square Footage	10. Year Built/Renovated	11. Overall Condition	12. Building Number
01	+ 1560	1940	3	005

4. Building Name	MAINTENANCE SHOPS
5. Street Address	500 BLANCO
6. City	KYLE
7. Zip Code	78640

8. Building Use	9. Gross Square Footage	10. Year Built/Renovated	11. Overall Condition	12. Building Number
05	+ 7200	1957	2	006

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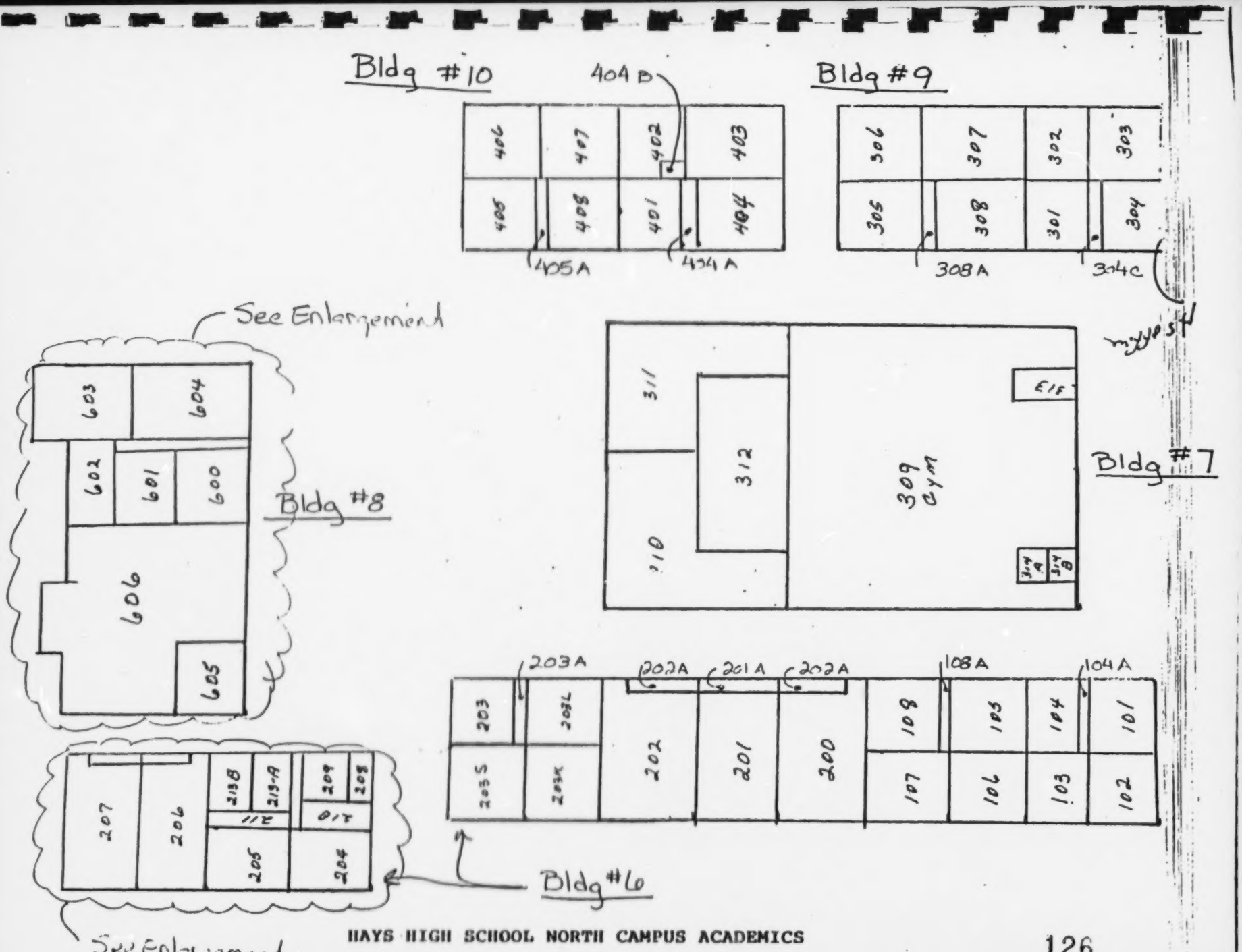
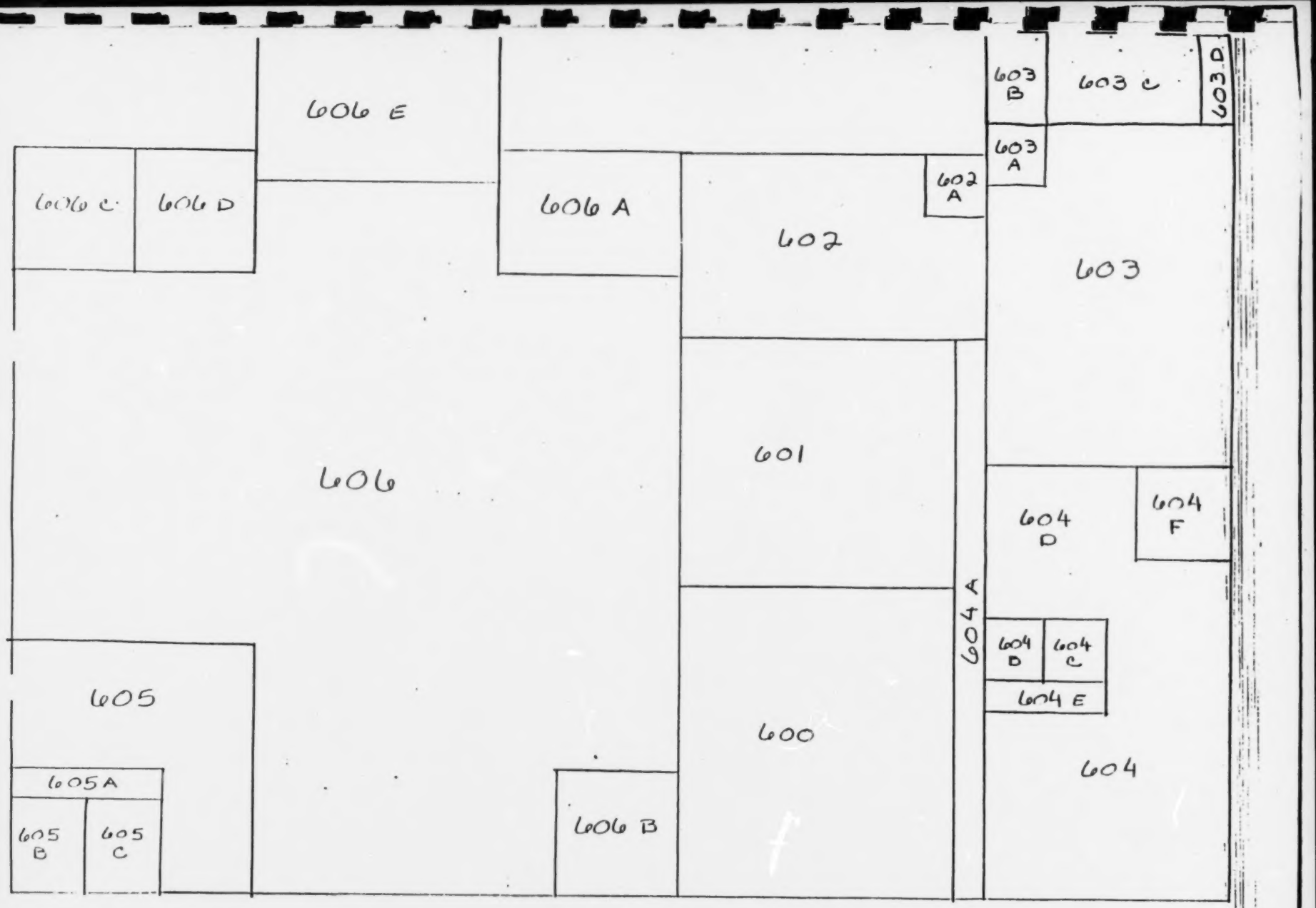

Bldg #10
404 D
406
407
402
403
405
408
401
404
405 A
404 A
Bldg #9
306
307
302
303
305
308
301
304
308 A
304 C
See Enlargement
603
604
602
601
600
606
605
Bldg #8
311
312
309 Gym
310
Bldg #7
203 A
202 A
201 A
202 A
108 A
104 A
203
203L
202
201
200
108
105
104
101
203S
203K
107
106
103
102
207
206
213 B
213-A
209
208
211
210
205
204
Bldg #6
See Enlargement



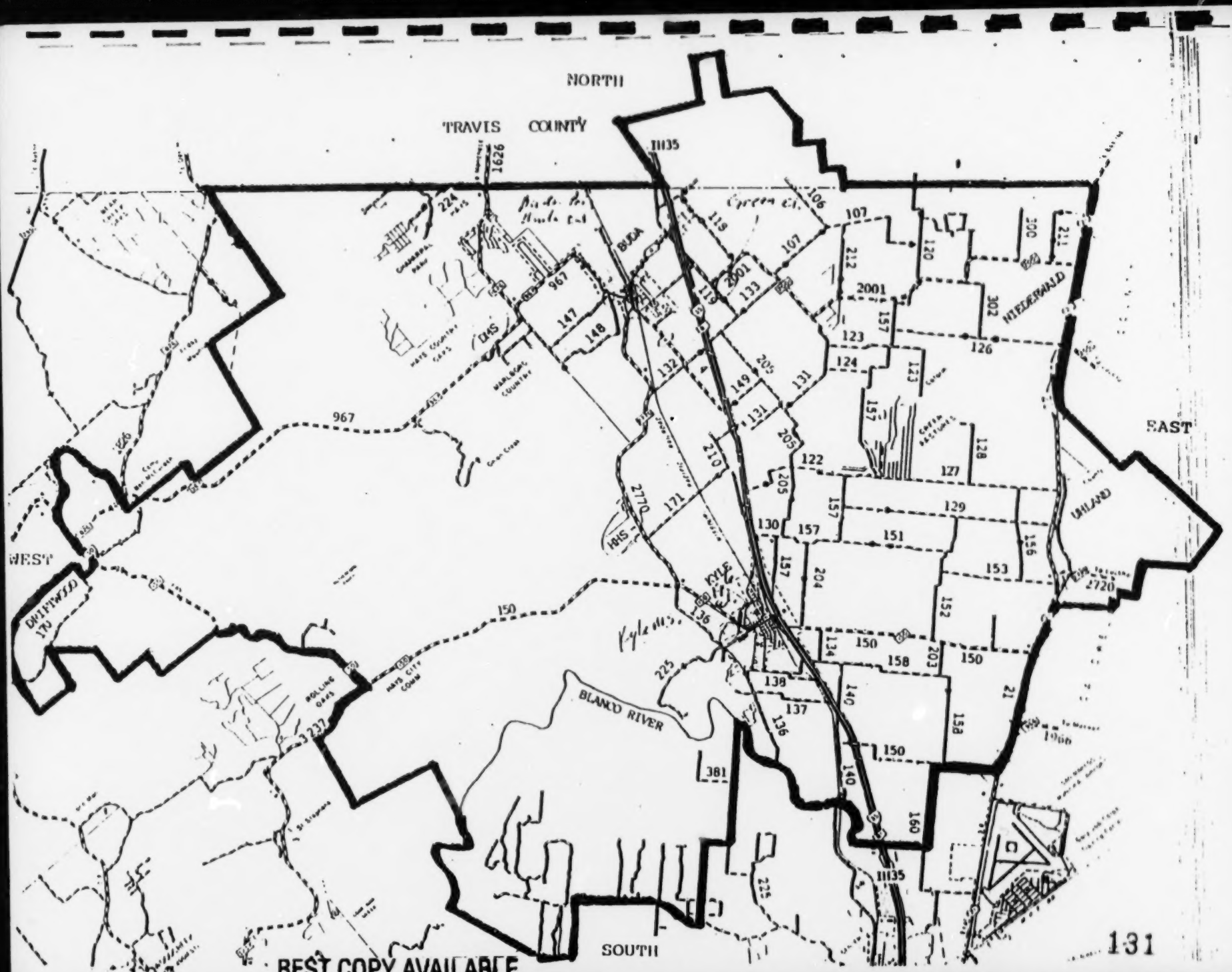
105-706 Bldg # 8 Hays HS. 001

CAMPUS: High School North - Cont.

BUILDING	YEAR BUILT	EXT. CONSTRUCTION	SQ.FT.
Quads: #4 401-408	1974	Block	7,700
Quads: #5 204-213	1978	Block	6,100
Gym & Dressing Rms. 309-314	1968	Block	19,200
Concession Stands (2) A.C.4&6	1969	1) Block 2) Wood	1,400
Concession Stand (1) A.C. 8	1985	Wood	362
Greenhouse	1979	Wood & Plastic	2,640
Storage	1982	Wood & Plastic	
Vocational Bldg. 501-512	1969	Metal	21,400
Vocational Addition 514-519	1978	Metal	
Multipurpose Bldg. MP	1983	Brick	17,000
New Band Hall & Choir Rm. BH	1987	Brick	16,000
District Bus Bldg 201-214 (Shop & Office) 101-103 Office	1982	Metal	5,000
Bus Gas Area	1982	Metal	1,700

CAMPUS: High School - South
Rt. 2, Box 20
F.M. Rd. 2770
Buda, Texas 78610

Mall Area	1973	Block	8,300
Classrooms, Office, Labs 01-37	1973	Block	19,332
Classrooms & LRC Additions 21,24,38,39	1983	Block	8,230
Art, Computer Lab & Classrooms 25-29	1980	Block	5,300
Gym & Dressing Rms. 40-42	1973	Block	11,189
Mechanical Room	1981 Renovated 1987	Block	432


NORTH
TRAVIS COUNTY
1626
1135
BUDA
967
147
148
132
149
131
205
210
2770
171
967
WEST
DRIFTWOOD
170
150
136
KYLE
225
BLANCO RIVER
3237
381
SOUTH
130
EAST
HILLDALE
UHLAND
2001
212
107
106
120
211
302
123
126
124
122
127
129
157
151
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1900
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131
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